

SARRATT PARISH COUNCIL  
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**Minutes of the Sarratt Parish Council meeting held in  
Sarratt Village Hall on Tuesday 9 November 2021**

Present: Councillor Sarah Dobson  
Councillor John Rugg  
Councillor Michael Lowry  
Councillor Flo Garvey  
Councillor John Gell

In attendance: District Councillor Ciaran Reed  
6 members of the public

Start time 7.30pm

**256/21 APOLOGIES AND ANNOUNCEMENTS.**

Apologies: Parish Clerk, Cllr Diggins, Cllr Farman

**257/21 DECLARATIONS OF INTEREST**

Cllr Rugg declared a non-pecuniary interest in Planning Application Ref: 21/2271/  
FUL - Little Bragmans.

**258/21 MINUTES & MATTERS ARISING**

Cllr Dobson advised the property description associated with Planning  
Enforcement 21/0193/COMP incorrectly stated 'Land to Rear Of The Woodyard'  
and should be amended to 'Vine Cottage'. Subject to this amendment the  
Minutes of the last meeting were approved.  
Proposed by Cllr Gell; Seconded by Cllr Lowry.

**259/21 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED  
MEETINGS ON BEHALF OF THE COUNCIL**

**Sarratt Village Hall Committee (Cllr Gell)**

Cllr Gell advised the Hall Committee are considering alterations to the front of  
the Village Hall which would see the front entrance moved to the side of the

building into the car park. New plans are awaited. Cllr Gell also advised the Village Hall Committee are looking into options for the location of the commercial bin and what can be done to reduce the noise levels when bottles are thrown into it.

#### **Chandlers Cross Residents Association (Cllr Gell)**

Increasing the scope of the Chandlers Cross Residents Association to encompass the whole of Sarratt was proposed. There didn't seem a huge amount of support for it, and no vote was taken, so no decision has been made.

#### **Ash Die Back and 10-year Woodland Plan meeting with HCC (Cllr Rugg)**

Also attended by Cllr Garvey. See report under agenda item 263/21

#### **260/21 CLERK/RFO REPORT**

No report in the Clerks absence

#### **261/21 ACTION LOG**

The Action Log was reviewed.

Cllr Dobson advised the plaque for Biggerstaff's garage should be delivered in 2-3 weeks, and that the 'Tommy' statue had been erected on the Green for Remembrance Day. The Scout group had painted poppy pebbles and the Explorer Unit had laid these out next to the War Memorial on Monday. Cllr Dobson would be laying the SPC wreath at the service on the Green on Thursday 11 November. Cllr Dobson would also put out notices on the posts and cars alongside the War Memorial asking for cars to be removed / no parking on Thursday 11 November from 10:30 – 11:45 when the Remembrance Service will take place.

Cllr Dobson also advised the 4 new fingerposts would finally be arriving next week.

The following new actions were added:

- Produce an article for Spotlight advising Parishioners how to report on fly tipping
- Write to Joe Brownsell (Snr) regarding the trees on Commonwood in need of attention
- Notify KGV about branches overhanging the footpath
- Order more dog poo bags
- Ask TRDC about planting trees on the grass verge on the corner of Dawes Lane and Downer Drive
- Order a new jumper for the Parish Warden
- Contact HCC about the farm/outdoor 'school' taking place at the Mulberry Bush

It was agreed the completed actions could be removed from the Log.

### **ENVIRONMENT**

#### **262/21 LEAD COUNCILLORS REPORT (Cllr Rugg)**

There appears to be an increasing number of Fly Tipping incidents in and around the lanes reported in the last month for illegal dumping on the highway and verges of Solesbridge Lane, Bottom Lane and Plough Lane. It is costly to the District and County Council who are required to deal with such incidents as well as to Sarratt Parish Council when items are dumped on our land.

Fortunately, as a Parish we have an efficient network of Rural Watch members who often report such incidents to the Clerk or direct to the relevant local authority for them to initiate clearance. It is unfortunate that other members of the public rarely report if they happen to see illegal dumping/fly tipping taking place and particularly if they may be able to provide evidence from a car dash cam that could potentially be of use in progressing action leading to an offender being prosecuted.

***Parish Warden's Report:***

Fly tip in Bottom Lane reported, which was mainly tyres and two bags of household rubbish. During emptying the bins, it has been noticed people are putting household and other waste in them. Rubbish has also been picked up around Commonwood, Bottom Lane and KGV.

Responded to two emails one about the tree on the verge near Sarratt Lodge and the women who reported it have been spoken to. There isn't really a problem with the tree and there are no signs of danger. The other email was about the lay-by near the Plough where there is a lot of ivy around an oak tree. This has now been removed.

Branches down in Dawes Wood were cleared allowing access for the public. Branches in Commonwood which were overhanging the footpath have also been cut. There are also a couple branches in KGV which are quite dangerous as they are dangling above the footpath. This should be raised with the KGV Committee. Two signs facing the wrong way on Deadman's Ash Lane have been turned round.

The allotments will be checked shortly to ensure everything is up to date.

**263/21**

**WOODLAND MANAGEMENT PLAN (Cllr Rugg)**

Cllrs Garvey and Rugg attended a site meeting on 2 November at Commonwood with Richard Young of Herts County Council (HCC) Countryside Management Group who is project managing the Sarratt 10 Year Woodlands Management Plan and will apply on behalf of the Parish for a Grant from the Forestry Commission and the issue of any felling licences. Richard brought us up to date on progress and time was spent walking along the road inspecting the Ash Trees that had been reported as suffering from Die Back and may present a danger to users of the highway. No immediate signs were seen of any imminent danger, but it was noticed that some of these trees had been included in the Risk Assessment Report as requiring immediate attention. It appears that the Phase 2 plan for trees requiring attention in the winter of 2020/2021 had not been completed including some of the trees on the lower section of Quickmore Lane. It was agreed that Cllr Rugg and Garvey would undertake a check of all the trees designated as requiring attention. In the meantime, Joe Brownsell Senior (Tree

Surgeon) who reported the potentially dangerous trees has met with Former Cllr Nick Mortimer at Commonwood to inspect the trees identified by Joe as needing attention. It appears the trees identified during his inspection are some of the trees identified in the 2020 Tree Risk Assessment requiring work last Spring that had been overlooked. It was agreed SPC would thank Joe for bringing this to SPC's attention and would provide Joe with an update of the plan detailing the 8 trees, along with the recommended work to be undertaken, and ask him to provide a quotation to undertake the work, and should he feel there are other trees adjacent to the road that have deteriorated to the point where they constitute a risk to users of the highway, to include these together with any action he feels may be necessary to remove the risk.

The SPC 10-year Woodland Management Plan has been compiled in the format to meet the Forestry Commission required criteria for grant applications. In accordance with statutory requirements the plan has been circulated to other consultees including TRDC and The Chiltern Conservation Board (responsible for conserving areas of AONB). Richard has heard back from Alex Laurie (TRDC Principal Tree and Landscape Officer) who approves of the plan. This is important as most of the trees in Penman's Green have been designated with Tree Preservation Orders (TPO) and any work must be approved by the TRDC Tree Officer team. It is not clear if the SPC 10-year Woodlands Management Plan is required to form part of the TRDC 2022 – 2027 Tree Strategy that it is noted from the internet is currently in draft format and has been circulated for public consultation. SPC did not receive a copy of the consultation document and the date for replies was end of September 2021. A copy of the TRDC Draft Tree Strategy obtained from the internet has been forwarded to the Clerk.

#### **264/21 SUSTAINABILITY REPORT (Cllr Garvey)**

- Queen's Green Canopy - there is a notice in the November and December Spotlight editions, and also in the Village Shop window, asking for people interested in planting a tree(s) to come forward – no responses so far, although lots of people have made positive noises. Cllr Garvey has asked the Clerk to get in touch with TRDC re: planting trees on the corner of Dawes Lane and Downer Drive. Cllr Garvey is looking into buying a large frameable map on which to pinpoint the new trees and hedges planted.
- Allotments – The Community Garden and Mission EmployAble, and possibly DofE students, are keen to take on the maintenance of the allotment site (as advised at September's meeting) to complement Andrew Whitewood – this needs to be fleshed out, but essentially the plan would be to bring the neglected plots back to a decent state so they don't end up costing SPC a fortune to rotavate; and potentially help any allotment holders who are struggling with their paths, weeding etc. The new License Agreement has been signed for plots 1 & 2. The Community Garden thanks SPC for allowing this arrangement.

#### **265/21 REMEMBRANCE GARDEN (Cllr Garvey)**

- Councillor Garvey met with Brenda Harold and Dawn Pitts from the Wildlife Volunteers, to discuss options for a Remembrance Garden on the triangle of Sarratt Green opposite Sarratt School. Dawn and Brenda and some residents have made it very clear they do not want a Remembrance Garden created on Sarratt Green and their overwhelming desire is to leave things as they are, with a concession given to adding some extra bulbs to the grass around the pond, where there are already large swathes of daffodils. SPC have agreed to this but expressed its considerable sadness and disappointment that the concept of creating a natural Garden of Remembrance for everyone to enjoy opposite the School, designed and maintained in part by the children of Sarratt School, had received such a negative response and opposition from the Wildlife Volunteers which meant the project would now have to be abandoned. Cllr Garvey will liaise with Andrew Whitewood re: the position and maintenance of the new bulbs.

## **POLICY & RESOURCES**

### **266/21 BUDGET 22/23 UPDATED DRAFT**

Cllr Lowry talked Council through a revised draft budget for the next financial year (FY22/23), following feedback from Council members on the first draft's circulation. Pertinent areas were highlighted, including increase in grants to community groups within the Parish to meet subsidies requested, keeping existing maintenance activities the same as last year and supporting the funding of the Youth Group as it recommences its activities.

Cllr Lowry explained that there is a predicted increase in overall expenditure from last year's budget and requested if this additional expenditure could be financed by the release of a small percentage from earmarked reserves. These had been specifically allocated for named items within earlier budgets, rather than increasing the next year's Parish precept.

Council members discussed the increase in living costs that residents are facing and agreed to the principle of releasing a limited proportion of SPC's earmarked reserves to find the increase in costs for the next financial year. This will allow SPC to keep its Precept request the same as last year and consistent with the last two years.

Council will monitor expenditures against this budget and depending on the level of renewed activities suspended during the pandemic and backlog of environmental work necessary in the forthcoming year, the precept request will be reviewed in the following year as appropriate. The FY22/23 draft budget is to be presented to Council for final approval at December's meeting.

### **267/21 APPROVAL OF PAYMENTS**

To approve the internet banking transactions since the last meeting for the sum of £7,640.39

Proposed by Cllr Rugg; Seconded by Cllr Garvey

### **268/21 FINAL EXTERNAL AUDITOR REPORT**

Sarratt Parish Council has now received its final assurance report from PKF Auditors for the previous FY 2020/2021. The auditors found that the information provided in SPC's Annual Governance & Accountability Return (AGAR) had been prepared in accordance with proper practices with no matters causing concern that necessary requirements had not been met.

Two minor comments were raised for Council's attention - the delay in filing the AGAR return following a final adjustment and the ledger code categorisation of an insurance claim in the accounting records. These items are noted for the handling of next year's AGAR return.

#### **269/21 AMENDMENTS TO FINANCE POLICY REQUESTED**

SPC's Financial Policy and Risk Assessment Register have been updated to reflect a new sole debit card held and used by the Parish Clerk on its behalf for the purchase of small items and ancillary services. These updates were approved earlier at the SPC October meeting.

The Chair expressed huge thanks to Councillor Lowry for the significant amount of work he had undertaken on the Budget for 2022/23, the External Audit, and the Financial Policy and Risk Assessment Register, and for getting up to speed so quickly having only joined SPC in July.

### **PLANNING**

#### **270/21 LEAD COUNCILLORS REPORT**

No lead report in Cllr Farman's absence, but Cllr Farman was thanked for providing the planning presentation and comments for SPC to discuss.

#### **271/21 TO COMMENT ON PLANNING APPLICATIONS**

- **21/2417/CLPD - Dellfield House, Plough Lane, Sarratt, WD3 4NL**  
Erection of a detached outbuilding  
SPC decision: Objection - overdevelopment of the Green Belt. Creation of another large outbuilding in addition to the large outbuilding already in existence. If the Officer is minded to approve this application, SPC requests that a restriction is added that prevents future change of use to residential or any other type of accommodation. It is noted there is already an Enforcement order in place on the creation of a new access adjacent to the outbuildings.
- **21/2373/FUL - Brookfield House, 1 Wards Drive, Sarratt, WD3 6AE**  
Erection of detached outbuilding to side garden  
SPC decision: Objection - overdevelopment of the Green Belt with an additional building that could be used as a habitable dwelling in the grounds of the existing 4/5-bedroom house. If the Officer is minded to approve, SPC requests a condition is added that the building remains ancillary to the dwelling and that Permitted Development rights are removed.
- **21/2330/FUL - Heather Cottage, Penmans Hill, Chipperfield, WD4 9DJ**

First floor side extension

SPC decision: No objection

- **21/2290/FUL - 2 Sarratt Bottom Cottages, Moor Lane, Sarratt, WD3 6DB**  
Extension to garage and partial conversion into music and games room (amendment to approved application 21/0276/FUL)  
SPC decision: No objection, providing if approved the building remains ancillary to the dwelling and that Permitted Development rights are removed.
- **21/2271/FUL - Little Bragmans, Bragmans Lane, Sarratt, WD3 4NY**  
Two-storey front extension  
SPC decision: No objection
- **21/2395/RSP - Scrubbs Cottage, New Model Farm, Sarratt Road, Croxley Green, WD3 6AJ**  
Part Retrospective: Demolition of existing garage and erection of two storey and single-storey side extensions, including dormers to front and rear of the extensions and dwelling, addition of rooflights and alterations to fenestration  
SPC decision: No objection but request a condition is added that further development rights are removed for this site.
- **21/2367/FUL - Green Hedges Annexe, Templepan Lane, Chandlers Cross, WD3 4NH**  
Infill existing carport  
SPC decision: Objection - overdevelopment of the Green Belt due to the size of the additions to the original dwelling.
- **21/2256/FUL - September Cottage, Deadman's Ash Lane, Sarratt, WD3 6AL**  
Enlargement of single storey rear extension, enlargement of one rear roof dormer and alterations to fenestration  
SPC decision: No objection
- **21/2404/FUL - 1 Micklefield Green Cottages, Sarratt Road, WD3 6AH**  
Erection of stable building and hardstanding  
SPC decision: No objection, and if the Officer is minded to approve this application, SPC request that a restriction is added that prevents Permitted Development rights and/or future change of use to residential or any other type of accommodation. SPC also ask that it is checked and clarified that no hedgerows will be removed or damaged as part of this application
- **21/2399/FUL - The Old Cattle Shed, Red Lion Lane, Sarratt, WD3 6BN**  
Erection of a multi-purpose agricultural barn  
SPC decision: Objection – SPC strongly objects to this application which appears little different from an earlier application 20/2802/FUL which was refused by TRDC and with the following comment from SPC “Objection. Given that permission under permitted development was only provided in 2017 for the change of use to a residential dwelling of an existing, supposedly superfluous, agricultural barn on the site, it is astonishing that a new agricultural need has been identified at the same time as the said converted property is nearing completion. In addition, it is unclear that the property is a registered small holding or agricultural unit, thereby questioning whether an agricultural barn should be permitted. In any event, the proposed scale is

considered too large for the purpose stated and its siting is inappropriate in a visible position off a country road.” SPCs comments on this application are unchanged from those made on application 20/2802/FUL.

- **21/2479/CLED - The Goslings, Bottom Lane, Sarratt, WD3 6DL**  
Certificate of Lawfulness for Existing Use: Use of part of existing stable building as independent dwelling house (Class C3)  
SPC decision: Objection – on the basis of a new dwelling in the Green Belt.

## **272/21 TO NOTE PLANNING DECISIONS**

- 21/1715/CLPD - Hunterswood House, Penmans Green, Sarratt, WD4 9AY  
Certificate of Lawfulness Proposed Development: Construction of outbuilding  
*SPC decision: No objection*  
*TRDC decision: Approved*
- 21/1498/PDA - Land at the rear of 47 Church Lane, Sarratt  
Prior Notification: Conversion of agricultural building to five residential dwellings  
*SPC decision: No objection*  
*TRDC decision: Withdrawn*
- 21/2191/DIS - Land North of Callipers Hall, Bucks Hill, Sarratt, WD4 9BP  
Discharge of Condition 4 (SUDS), Condition 5 (Arboricultural Method Statement), Condition 6 (Hard and Soft Landscaping Scheme) pursuant to 21/1894/FUL  
*SPC decision: No objection*  
*TRDC decision: Approved*
- 21/1830/FUL - Great Sarratt Hall Cottage, The Green, Sarratt, WD3 4PD  
Creation of new vehicular access with closure of existing access with sliding gate  
*SPC decision: Objection*  
*TRDC decision: Refused*
- 21/2189/CLPD - Great Sarratt Hall Cottage, The Green, Sarratt, WD3 4PD  
Certificate of Lawfulness for Proposed Development: Erection of summerhouse outbuilding in rear garden  
*SPC decision: No objection*  
*TRDC decision: Approved*
- 21/1326/FUL - 4 New Cottages, Solesbridge Lane, Chorleywood, WD3 6AD  
Part single, part two storey, front, side and rear extensions, extension of the existing driveway  
*SPC decision: Objection - overdevelopment, but following subsequent discussions SPC agreed not to request this application be called into the Planning Committee if approved, on the basis that the application has been significantly reduced to approximately match the guide maximum of 40% expansion for a property in green belt.*  
*TRDC decision: Approved*
- 21/1139/FUL - The Mulberry Bush Farm, Dawes Lane, Sarratt, WD3 6BQ  
Removal of Condition 11 (Agricultural Occupation) of planning permission 17/2169/FUL



SPC decision: *Objection*  
TRDC decision: *Refused*

## **HIGHWAYS**

### **273/21 LEAD COUNCILLORS REPORT**

Report received following the meeting and added to the minutes for completion of the agenda item.

#### ***Roadworks and Diversions:***

Major roadworks and diversions planned in our area are published on the 'One.Network' website: <https://one.network>. Please note that if Parishioners need to plan ahead, this website allows a user to view any planned works 2 weeks, 3 or 12 months ahead. For those without access to computers, then Parishioners can ask the SPC Office to provide the details required (or simply Google Hertfordshire Roadworks and select One Network).

#### ***Road-Faults and Repairs:***

With winter storms soon to be upon us, Parishioners are requested to report damaged roads as soon as possible via the HCC fault reporting portal, here:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/report-a-highway-fault/what-type-of-fault-are-you-reporting.aspx>

This covers road damage, potholes, fly-tipping, broken lights, flooding, in short, anything to do with roads. This portal is open for all to use. Alternatively, please contact the SPC Office and we will report it, but it will be slower.

#### ***Sarratt Road:***

We are pleased to report that, as a result of pressure from SPC and with the support of Cllr Williams and Mr Yucelt from HCC, there is now improved road marking on Sarratt Road. The hazards of that road are known to us all but at last, some signs and road markings, indicating 'SLOW' on the most dangerous parts are in place. We're not there yet: signage outside York House School, and on the major bends, needs improving; longer-term we also need the speed limit reduced from the current National Speed Limit and work carried-out on the unacceptable number of dangerous trees abutting the road, but it is a start.

### **274/21 BUCK'S HILL AND CHANDLERS CROSS TELEPHONE BOXES**

Over the last 2-3 years since SPC adopted the telephone boxes in Bucks Hill and Chandlers Cross following the removal of their payphones by BT, it has not been possible to agree on a use for them, although a number of options for them have been explored including using them as a defibrillation point. In the meantime, SPC has had to maintain them, and repair any damage or vandalism, which has recently been the case with the telephone box at Buck's Hill.

Cllr Gell has investigated the cost to remove them quoted by DCT engineering, who are BT's contractors for the removal of telephone boxes.

- £1,200 for a lorry to remove both boxes

- £421 each for disconnection of the electrical supply
- Total ca. £2,000+

Cllr Gell advised the minimum old BT boxes sell for is £1750-£2000 each, which would come back to SPC. But with BT disconnecting and removing a significant number of telephone boxes around the country there is no guarantee we would be able to sell them. It was agreed to put an advert in Spotlight on the fate of the telephone boxes and to see whether an alternative use could not be found for them. This would then be bought back to a future Council meeting.

#### **275/21 KGV ALIVE PROJECT MANAGER**

Cllr Dobson advised a local resident has volunteered to project manage the project through the next stage to test if the proposed design would meet the target age group and to explore what measures could be put in place to mitigate the concerns raised by some residents.

A meeting is scheduled for next week between Freestyle, the skate park designers/manufacturers, and the Chairs/Trustees of the 'corporate' sponsors – SPC, SCCF and KGV.

#### **276/21 CORRESPONDENCE**

- Electric Umbrella (a local charity) has requested use of Sarratt Green on Friday 19 November from 11am-12noon for a short presentation ceremony for the handover of a minibus to support their activities by the West Herts Charitable Trust. SPC approved the request, but will ask Electric Umbrella to use the area of the Green closer to the Shop and Sarratt School, rather than the area of the Green opposite the Boot, which would still have the wreaths, and poppy pebbles laid out for Remembrance Day.
- Poachers Retreat new pedestrian access – SPC will discuss with the owners an Easement Agreement across SPC land for the path and acknowledges there is no need for planning permission for the fence as this is a temporary structure.
- Angela Coakley (SCCF) re: a potential Village Event to mark the Queen's Platinum Jubilee next year. SPC are fully supportive of an event, but would recommend making the focus a 'Village Day' with a link to the Platinum celebrations as appropriate. Cllr Dobson to discuss further with Angela Coakley. After which Cllr Garvey will be the point of contact.

#### **277/21 PUBLIC QUESTION TIME**

- Parking on the narrow strip of Sarratt Green that sits between the footpath and the road leading up to Alexandra Road and Dawes Lane from the Village Shop is dangerous and will start to churn up the grass as the weather worsens through the Winter. It was agreed to put windscreen notices on cars parked there.
- Concerns were raised regarding The Mulberry Bush, which now appears to be operating what seems to be a 'farm/outdoor school' and the use of buildings on the site as dwellings with no agricultural connection. It was agreed SPC would raise the farm/outdoor school concerns with HCC.

- Cllr Reed advised his proposals to TRDC regarding the Buck's Hill traveller's site were backed by all groups at TRDC bar the Lib Dems. He will continue to press for a better resolution on the matter.

**278/21 COUNCILLORS QUESTIONS & COMMENTS**

- Cllr Gell advised local residents are beginning to explore broadband options for Templepan Lane and the Chandlers Cross area.
- Cllr Dobson advised SPC had received 2 'expressions of interest' for the positions it has for 2 new Councillors, but no formal applications had been received to date.

Meeting closed 21:48