

SARRATT PARISH COUNCIL
Parish Office, Village Hall,
The Green, Sarratt, Rickmansworth
Hertfordshire. WD3 6AS



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**MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL ON
TUESDAY 10th JANUARY 2023**

Present: Councillor Sarah Dobson
Councillor Iain Christie
Councillor Michael Lowry
Councillor John Gell
Councillor John Rugg
Councillor Lee Farman
Councillor Angela Coakley
Councillor Flora Garvey

In attendance: Lena Mortimer, Clerk to Council
9 members of the public

The meeting welcomed District Councillor Ciaran Reed

Meeting commenced at 19:30pm

01/23 APOLOGIES AND ANNOUNCEMENTS

Apoloies were received from Cllr Simon Diggins, absent due to illness.

02/23 DECLARATIONS OF INTEREST

There were none.

03/23 PUBLIC QUESTION TIME

- Carol Chorley MBE reported a large pothole at the entrance to Alexandra Road from the Green.
ACTION: The Clerk will report this to Herts Highways.
- Former Cllr Thorp thanked SPC for his Wembley Stadium Experience, which was given to him as his retirement gift from SPC, which he much enjoyed. He also thanked SPC for their continuing support on the rejuvenation of the KGV play area as a venue for all ages.

04/23 PREVIOUS MINUTES AND MATTERS ARISING

Cllr Lowry asked for the removal of the paragraph relating to reserves as it was inaccurate.

ACTION: The Clerk will remove this.

Otherwise, the Minutes of the Council meeting on 13 December 2022 were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Gell; Seconded: Cllr Coakley

05/23 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL.

- Cllr Gell attended the AGM of the Village Hall Committee. The composition of the committee has not altered: Roger Dudley (Chair), Michael Groom (Vice), Jeff Baker, Larry Griffiths, Ted North. Additional illumination of the entrance to the Village Hall was discussed.
- Cllr Garvey attended a meeting of the Chess Smarter Water Society. She was impressed to meet a group of enthusiastic members and looks forward to working with them.

06/23 CLERK'S ACTIVITIES

The Clerk gave a summary of activities occurring during the last month and updated the meeting on:

- Defibrillators – contract being progressed and Catapult engaged for regular servicing and battery/pad replacement
- Tree works at the bottom of Red Lion Lane have commenced
- Signage and finger posts on order and delivery due shortly
- Tree works on the Green opposite Springfield completed
- Footpath signage in progress
- Land at the rear of Dell Cottages was not sold in the recent auction
- Alarm system at Village Hall office has been checked and new key fobs obtained, one of which will be given to the Village Hall Bookings Secretary should she need access to the Parish Office
- Phone box on the Green is still the property of BT, and the Clerk will need to approach BT regarding the need for repainting it
- Fly tipping was a particular problem over the Christmas break
- Prevention of speeding in the Village – the local police were due to send a speed check van over Christmas but it didn't happen – Clerk to follow up
- Forestry Commission Grant to be progressed by the Clerk
- Reimbursement for strimming work and Winter Maintenance Grant from HCC to be followed up by the Clerk
- Gate repairs – 4 new kissing gates, and 2 spares to be delivered shortly

PLANNING

07/23 LEAD COUNCILLORS REPORT

No matters to report on

08/23 Planning applications to consider:

- **22/2330/FUL: 25 Church Lane, Sarratt, WD3 6HN** - Alterations to the roof form of single storey rear extension including flat to mono-pitched with associated rooflights
SPC: No objection
- **22/2313/CLPD: 6 Myrtle Cottages, The Green, Sarratt, WD3 6AT** - Certificate of Lawfulness Proposed Development: Installation of 6 no. solar panels to the rear elevation. Panels to be located to the rear of the property in the configuration as per the attached drawing, the size of each panel are 1722mm+2mm x 1134mm+2mm x 30mm+1mm as also set out in the attached specification.
SPC: Strongly support this application as it demonstrates how green energy solutions can be applied without detrimental effect in a conservation area. We support the use of plain black panels and use of the rear aspect of the property out of sight from the Green.
- **22/2298/FUL: Mole House, The Common, Chipperfield, WD4 9BX** - Construction of a polytunnel and an outbuilding

SPC: No objections. We support the intention to create a new sustainable business and the objective to reduce environmental impact of cut flower production. However, we are concerned that adding new structures to a greenfield site could lead to future additional development, so if officers are minded to approve we ask restrictions are added to the permission to restrict the use and purpose of the requested structures, and where possible restrict any further permitted development rights.

- **22/2293/RSP: The Old Mill House, Grove Mill Lane, Grove Mill, WD17 3TU -**
Retrospective: Replacement of existing timber fence with increase in height adjacent to the highway
SPC: No objection
- **22/2264/LBC: Rosehall Farm, Rosehall Green, Sarratt, WD3 4PA -** Listed Building Consent: Repairs to the basement boiler room including replacement/reinstatement of walls, floor and foundation
SPC: No objection. If the building works provide any opportunities to improve the energy efficiency of the building we strongly encourage the application to take up those opportunities.
- **22/2270/FUL: 3 The Briars, Sarratt, WD3 6AU -** Construction of single storey side to rear extension including internal alterations and rooflights, single storey side garage extension including increase in ridge height and side rooflights.
SPC: We recognise that this updated application reduces the size of the extension below the 40% guidance for development in Green Belt and removal of the second story element may address some of the other previous reasons for refusal, so we understand this application may meet all the required policy and planning requirements. However, we are still concerned on the overall size of the proposed extension in a Green Belt area and the reasons behind the seeming unnecessary and unusual changes to the garage.

09/23 Recent TRDC planning decisions:

- **22/2009/FUL: Heather Cottage, Penmans Hill, Chipperfield, WD4 9DJ -** Construction of first floor side extension, alteration to existing dormers, insertion of side dormer and front window
SPC: As this extension results in more than 40% increase in size we would be minded to oppose this application as over development in Green Belt. However the fallback permitted development extension option would cause more damage and impact on Green Belt, so we would not oppose this application in an effort to avoid the worse fallback option being implemented. If this application does go ahead we would strongly request that the applicants take the opportunity to improve the insulation, rain water management and energy use of this dwelling, significantly better than what is required by current building regulations.
TRDC: Approved
- **22/1978/FUL: The Old Dairy, Micklefield Hall, Sarratt Road, WD3 6AQ -** Construction of single storey extensions; internal alterations and alterations to fenestration extension of driveway and landscaping alterations
SPC: No objection on the basis it appears the additions match the materials and design of the current building
TRDC: Refused (“...disproportionate addition...harmful to Green Belt”)
22/1979/LBC (for same site) - Withdrawn
- **22/1952/FUL: Micklefield Hall Farm, Sarratt Road, WD3 6AQ -** Demolition of the existing marquee and construction of single storey pavilion building
SPC: We acknowledge that replacing a tent with a building will provide some benefits on energy consumption, reduction in sound disturbance and support to a local business. However we also want to express concern regarding development of a new permanent building in a Green Belt area and on a Listed site. On balance we do not object to this

application but we request that any available protection measures are put in place to prevent an outcome of granting of this permission directly leading to future temporary or permanent structures that would over develop this historic site in a Green Belt area.

TRDC: Refused (“...overly modern and unsympathetic design...impact on the character and appearance of the site...”)

- **22/1953/LBC: Micklefield Hall Farm, Sarratt Road, WD3 6AQ** - Listed Building Consent: Demolition of the existing marquee and construction of pavilion building
SPC: We acknowledge replacing a white tent with a darker building will provide some benefit to the look of the site. However the materials and proposed design do not match those of the surrounding listed buildings. We do recognise that modern materials have energy use advantages and we generally support that approach. We also recognise that well executed modern design can work in a historic settings. So on balance we have no objection to this application.
TRDC: Withdrawn (conservation officer expressed concerns on this application)
- **22/1956/FUL: Griffins, Flaunden Lane, Belsize, WD3 4NS** - Demolition of existing conservatory and construction of single storey rear extension; loft conversion including increase in ridge height, hip to gable roof extension, front/side dormers and rear rooflights; side juliet balcony and rear solar panels; front porch extension, alterations to front steps and alterations to external materials.
SPC: No objection on the basis that this application has minimal extension to the existing footprint. We do want to raise a concern regarding the significant increase in overall floor space which removes another moderate 3 bed house from the overall housing stock. We are pleased to see extensive use of solar panels and would encourage the applicant to use this opportunity to improve the building insulation and rain water management, significantly more than that required by current building regulations.
TRDC: Withdrawn
- **22/1947/FUL: Commonwood Cottage, Commonwood, WD4 9BA** - Demolition of existing stables and erection of detached outbuilding for use as home gym/office
SPC: No objection on the basis that this application effectively replaces an existing built space. We request that restrictions are added that remove further development rights and ensure that this outbuilding remains ancillary to the main dwelling.
TRDC: Approved (ancillary use only restriction applied)
- **22/1918/CLED: Land at rear of 47 Church Lane, Sarratt, WD3 6HN** - Certificate of Lawfulness Existing Use: Change of use of land and associated buildings as a commercial wholesaler
SPC: Noted
TRDC: Refused (still considered insufficient evidence to approve)
- **22/1805/FUL: Paganella, The Green, Sarratt, WD3 6BH** - Substantial demolition of existing dwelling and construction of part-single storey, part-two storey side extensions including extension to roof; single storey rear extension; front porch; internal alterations and alterations to fenestration
SPC: No objection on the basis this application has minimal extension to the existing footprint. Although there is some concern on the significant increase in floor space for a dwelling in a Green Belt area, we recognise that this application will also tidy up the layout and look of the building. We strongly encourage the applicant to ensure the front visible parts of the building fit the historic character of the Sarratt architecture that surrounds the Green.
TRDC: Approved
- **22/1519/CLED: The Grove, Grove Mill Lane, Grove Mill, WD3 4TG** - Certificate of Lawfulness Existing Use: To confirm commencement of planning permission 19/0829/FUL for Four storey side extension to north west of existing building to provide 76 additional bedrooms, leisure and conference facilities, associated landscaping, and provision of replacement car

parking spaces throughout the site

SPC: Noted

TRDC: Approved

010/23 Appeals

- Burlington Property Group – there is no date for the appeal as yet on the web site. The TRDC Planning Officer advises a letter will be sent to each respondent about how they can submit their objections to the Appeal. The volume of objections will make a difference.
- Clovercourt Appeal - no known decision date as yet (we have already submitted our response)

ENVIRONMENT

011/23 TO RECEIVE THE LEAD COUNCILLORS REPORT

See updates below

012/23 ENVIRONMENT

- It is now imperative to confirm the change of registration of the Clerk's name has been completed on the Rural Payments Agency system to enable Grant payment requests to be processed.
- The Clerk has to complete and submit the Forestry Commission Agent Authority Form (enabling Rhiannon Barton of HCC Countryside Team to act as our agent and progress the 10 Year Woodlands Management Plan) and return to Rhiannon who will then submit it to the FC.
- Andrew Whitewood and Cllr Rugg have identified footpath locations for four replacement kissing gates with two remaining gates held in stock.
 - Sa 29 back of Rose Hall farm.
 - Sa 58 entrance to Coltspring.
 - Sa 49 Goslings, Bottom Lane (it was suggested joggers had already removed the stile and the landowner was apparently willing for this to be replaced with a gate (need to check if a gate is required as current policy is to leave open access gaps for footpaths unless protection is required for livestock).
 - Sa 15 Chandler Cross opposite Prime.
- The 3-year Asset Maintenance future forecasts remain on hold from when last reviewed in Oct 2022 as the then emerging rate of inflation for fuel and materials plus financial instability made estimating and accurate forecasting difficult. It was resolved and agreed that SPC will review this process in the middle of 2023; in August or September.
- General Power of Competence – although we do not have one until the Clerk has completed the CiLCA qualification, TRDC have advised spending on maintenance and environment is an appropriate use of Parish CIL funds. For the applications for TRDC CIL funding for the Cricketers Pond and KGV, maintenance costs need to be excluded from the application – only capital expenditure can be applied for.
- Quickmore Pond – Cllr Garvey expressed an interest in the renewal of the pond and surrounding habitat and suggested involving the Herts and Middx Wildlife Trust. Andrew Whitewood and Cllr Gell confirmed the pond does not hold water as it seeps away along the sewer excavations made many years ago at the edge of the pond. Cllr Rugg confirmed consideration for this renewal of the pond was undertaken as part of the SPC 5 Year Land Management Plan in 2016 – the estimated costs provided at that time were over £15K and it was decided not to proceed. In addition, there is uncertainty as to who is the owner of the

land, but the Wildlife Volunteers continue to manage the roadside hedge and pond surrounds.

013/23 Woodland Management Plan

The Woodland Management Plan, submitted 12 months ago to the Forestry Commission during the pandemic was lost within their system and is now being pursued urgently on behalf of SPC by a HCC Countryside Projects Officer.

HCC are also suggesting they take on the role of appointing Forestry Contractors for work in the woodlands and hopefully, this will be a money-saving alternative to SPC putting work out to tender. Holly Rogerson, Forestry Commission Regional Officer, is being helpful in this matter, as is Lee Tyson and his team at HCC Countryside Management. Cllrs Rugg and Garvey are meeting with Rhiannon Barton (HCMT) at Commonwood to assess any urgent work w/c 16th January.

014/23 BOTTOM LANE TREE-WORK

Commenced this week.

015/23 Cricketers Pond

Cllr Lowry will update the current CIL Funding Application and submit it to TRDC for consideration for District Council CIL funds.

SUSTAINABILITY

016/23 TO RECEIVE THE LEAD COUNCILLORS REPORT

- The Oak at the Croxley entrance to the village has been planted. Thanks to the Dudleys for their help with planting, donating a robust guard, and for their pledge to be 'guardians' of this tree going forward (pruning, watering, weeding).
- U3A would now prefer not to sponsor this tree and have opted to purchase a fruit tree to be donated to the SPC orchard in the allotments. Another oak tree needs to be purchased for the Chipperfield end of the village. As both trees are on land that forms part of Sarratt Green this will honour SPC's commitment to plant 2 oak trees as replacements for oak tree 666 felled two years ago, as stipulated by TRDC
- Cllr Garvey has secured a £180 grant for trees (an apple, a plum, and a quince) to go in the SPC orchard in the allotments.
- The water catchment roof for the allotment will be paid for from the grant of £5,000 from Thames Water. Cllr Garvey is satisfied that it doesn't require planning permission. During 2022, the allotments used an estimated 24,000 litres of mains water. Cllr Garvey would like to cut that to below 16,000 litres in 2023 whilst encouraging allotment use in general.
- Cllr Garvey will be meeting the TRDC biodiversity officer, regarding the new trees on the grass outside numbers 42 and 44 Dawes Lane. TRDC have requested a reduction in the number of trees and the small leaved limes will be going to a local landowner but can still count towards the QCG. TRDC have offered to donate a quantity of bulbs for the area.
- Sustainable Sarratt – 2 sub-groups have formed – one on green energy (information on tariffs, generation, grants etc), and one on recycling. There is hope of a village collection point for various hard-to-recycle items such as blister packs and toothpaste tubes.

HIGHWAYS

017/23 TO RECEIVE THE LEAD COUNCILLORS REPORT

Although Cllr Diggins was absent, he sent a report for discussion.

Fault Reporting

The recent heavy rain has highlighted the poor condition of many of our roads and, in particular, the lack of maintenance of drainage ditches, soak aways etc, allowing regular and dangerous flooding. Parishioners are encouraged to report faults as they arise; cumulative reporting does have an effect. Online, the address is: <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> or, contact the Parish Office.

Councillor Diggins has reported the following flooding faults to Herts CC, all of which are 'persistent offenders':

- Bucks Hill. Adjacent to entrance to Callipers Hall.
- Chandlers Cross. Junction Fir Tree Hill/ Langleybury Lane/Grove Mill Lane.
- Chandlers Cross. Bottom of Fir Tree Hill.
- Chandlers Cross. Bridge abutment over Junction 19 spur road.
- Redheath. Sarratt Road, dip in road with chicane, 200m beyond York House School Entrance.

Cllr Gell was particularly concerned about the flooding adjacent to the cottage at Callipers Hall. This had been addressed a couple of years ago with blocked drains being cleared, but the problem has now returned. It was suggested by Cllr Reed that Cllr Diggins contact the Chess Valley Bridleways Association, who may help with a request to TRDC about a bore hole to remediate the flooding on a more permanent basis.

Please advise Cllr Diggins, via the Parish Office if there are other regular flood points, as he intends to raise the lack of maintenance, particularly, with County Councillors and officials. He is particularly disappointed that so many of these are marked as 'resolved' by HCC, when they clearly are not.

Safe Sarratt

Cllr Diggins has continued with Sustrans to explore providing safe roads for all, but particularly to encourage cycling, walking and recreational horse usage. He has also investigated the implications of a blanket 30 mph speed limit as a potential delimiter of the village area and arguments around what is the 'village area' and what is not, for planning purposes. On the latter, he is not able to find anything to indicate that there is any direct correlation: speed limits are more common in built-up areas because traffic is heavier, and not 'de jure' because it delimits a built-up area. He also notes that Redhall Lane, Fir Tree Hill (for the majority of its length) and Bucks Hill roads are all 30 mph and there is no linkage on any of these roads between traffic speed and planning.

Cllr Diggins recommends therefore the following:

- A yearly road safety campaign, involving the Council, School and Police to engender an atmosphere of mutual respect and tolerance between all road users.
- To establish a 30 mph speed limit as the 'base' throughout the parish.
- To establish 20 mph limits: throughout the Sarratt village area, Dawes Road, Sarratt Bottom and Moor Lane, and other locations to be considered.

Cllr Diggins recommendation is to go for a blanket 30 mph limit as the alternative, 40 mph, does not offer the same protection. The evidence is very compelling: in short, a pedestrian hit at 40 mph will probably die; one hit at 30 mph has a chance of survival, see:

<https://www.roadwise.co.uk/using-the-road/speeding/the-chance-of-a-pedestrian-surviving/>

It is absolutely recognised that speeding is in the hands of the driver and speed limits need enforcement but that should not stop us.

SPC will schedule an agenda item to discuss the above further at their February Council Meeting.

The Council thanked Cllr Diggins for obtaining the large yellow arrows at Sarratt Road (from Croxley).

Council heard about the three-month closure of Solesbridge Lane starting this week (details of all road closures can be found on the SPC website)

RESOURCES AND POLICY

018/23 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Lowry shared the forward projection for the next 3 months to the end of SPC's financial year on 31 March 2023. Cllr Lowry has reduced the spend in a number of areas saving £3000. This will potentially reduce the overspend this year to £15,000 versus the £18,000 advised last month. Cllr Lowry was thanked for his work on this by Council.

Cllr Lowry advised the budget for 2023/24 had been submitted to TRDC for the Precept. We are now waiting confirmation it has been accepted and the final figure for a Band D property which may vary slightly based on the number of houses now in the Parish. Cllr Lowry also advised of a correction to the December SPC minutes which advised reserves for 2023/24 would fall below the recommended level of 40% of Precept. In fact this is not the case, with ca. £65,000 continuing to be held in reserves during 2023/24.

The paperwork to add additional signatories to the Co-Operative Bank account has been submitted to the bank. Cllr Lowry and the Clerk are meeting this month, to complete the paperwork for additional signatories for the Santander account (Reserves account).

019/23 BANK TRANSACTIONS FOR APPROVAL £9,194.44 (including £2,000 CIL Distribution)

Cllr Lowry reviewed the bank transactions during the period and presented the Co-Operative current account statement. The bank transactions were approved.

Proposed: Cllr Garvey; Seconded: Cllr Christie

020/23 SPC REVIEWED POLICIES

Policies reviewed at the meeting were as follows. These had initially been reviewed and updated by Cllrs Dobson, Rugg and Lowry:

- Sickness and Absence – no changes
- Lone Worker Policy – no changes
- Lone Worker Risk Assessment –
 - spelling correction of loan to lone
 - addition of safety at height and near a roadside
 - recommendation to split the Risk Assessment into two RAs – one for office workers and one for outdoor workers
 - recommendation to establish an accident / incident reporting book
- Equal Opportunities – no changes
- Press and Media – amendment to bullet 2 from Cllr Rugg to align with SPC's Standing Orders
- Social media – final review to make sure it's specific to SPC

Subject to the amendments above, Council agreed to adopt these updated policies. Once updated, they will be uploaded onto the SPC website

Proposed: Cllr Farman; Seconded: Cllr Gell

021/23 CORONATION MATTERS

- Carol Chorley MBE requested guidance on spending the £1,000 SPC has budgeted for the Coronation ahead of the Coronation planning meeting on 19 January. Cllr Lowry advised there were no specific restrictions and invited Carol to report back on where SPC's financial assistance would be most helpful after the meeting in January.

- Cllr Coakley – SCCF can obtain reasonable insurance, if the events planned cannot be covered by SPC's existing insurance or the insurance cover of those attending.
- SPC invited Carol to update Council further at their February meeting

022/23 KGV PROJECT

- Tom Shurville from the KGV Management Committee has met with builders and hopes to have costings for upgrading work to the kitchen; windows; doors; and future sustainability and for the girls changing rooms and toilets.
- Once received SPC will be able to complete the application for CIL Funds from TRDC, ideally by the end of January. Its possible additional funding will need to be sought from other sources if TRDC are unable to grant the full amount requested
- Mr Khan (who donated the new climbing frame) has been informed of the playground rejuvenation by Cllr Coakley and Cllr Dobson will follow up with him again this month

023/23 ELECTIONS 2023

- Cllr Dobson updated SPC on the timetable for the forthcoming Parish Council elections
- All Councillors are due for reelection.
- Nomination forms must be submitted with support from 2 people.
- Deadline for nominations is 4 April.
- Councillors who wish to be re-elected must confirm they are to re-stand.
- Chair would be willing to remain as Chair for a further year if no other Councillor wishes to take on the role.
- Cllr Dobson asked Councillors to advise her of their intent to stand for re-election, so the nominations for the Sarratt and Grove Wards can be confirmed and the likely number of vacancies identified
- District Cllr Ciaran Reed recommended submitting election forms in person at TRDC and not waiting until the 4 April.

024/23 COUNCILLOR QUESTIONS AND COMMENTS

It was generally agreed that the experience of hosting Radio 4's Any Questions at the Village Hall, was a great success.

025/23 DATE OF NEXT MEETING AND ITEMS REQUESTED TO BE PUT ON THE NEXT AGENDA

The date of the next Council meeting is **Tuesday 14th February 2023**

The meeting finished at 22:30 pm