

SARRATT PARISH COUNCIL
Parish Office, Village Hall,
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Hertfordshire. WD3 6AS



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**MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL ON
TUESDAY 11TH OCTOBER 2022**

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

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

Meeting commenced at 19:30pm

335/22 APOLOGIES AND ANNOUNCEMENTS

Cllr Iain Christie notified us of his absence, in advance.

336/22 DECLARATIONS OF INTEREST

There were none.

337/22 PUBLIC QUESTION TIME

There were none.

338/22 PREVIOUS MINUTES AND MATTERS ARISING

Agenda item 345/22 - Cllr Garvey noted that SPC have not yet agreed a policy for how to maintain vacant allotment plots – but would look into it in more detail. Cllr Dobson recommended amending the minutes to include “Cllr Garvey to investigate possible options further and come back to Council with a recommendation for approval” before “This was supported by Council”.

Proposed Cllr Rugg: Seconded Cllr Gell

339/22 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL.

Cllr Gell: The **Chandlers Cross Residents Association (CCRA)** AGM is approaching and one of the items on the Agenda, will be the proposed Film Hub at the Grove, Hunton Bridge. CCRA would appreciate support from SPC and Sarratt residents in attending meetings for proposed works in areas adjacent to Sarratt Parish such as the Film Hub and the Service Station.

ACTION: Cllr Gell to clarify a) what CCRA's thinking is on the various plans existing at the moment and b) what CCRA would like by way of support from SPC so that SPC can respond accordingly – Cllr Gell will report back at the next meeting on the 8th November.

Cllr Rugg reported on the recent **KGV Committee Meeting**. KGV have been granted a license to sell and store alcohol. This has caused an issue with the indoor Bowls Club as it is blocking one of their lanes. It also seems to have resulted in a lack of impetus towards the clarification and redrafting of the Deed of Variation, now that the license has been granted.

Cllr Rugg asked that CIL funding held by SPC be used to remediate the guttering on the Pavilion, as this is causing a ripple effect of dilapidations, due to water leaks and pooling on the pitch. Given that TRDC may ask for the CIL funds to be returned if they are not spent on a Community Project, it was resolved this would be a worthwhile expenditure. So far only one member of the KGV Committee appears to be interested in developing a fund-raising committee.

Sarratt Rebels are looking into a 'pop-hole' rather than a gate through the fence that borders the field alongside the rear of the houses on Deadman's Ash Lane to retrieve balls.

Field maintenance is an ongoing concern as is storage. Since the departure of the Sunrise and Sunset Club, Mrs Alexander has removed her storage shed and will remove the remainder of her equipment by the end of this month. This has highlighted the lack of storage space for the sports equipment will then be addressed.

Should a challenge be made on the TRDC requirements for the current Draft Deed of Variation a potential conflict of interest was possible between a senior member of the KGV Management Trustees and an Executive member of TRDC. This was noted by the Chair.

Cllr Lowry and **Cllr Farman** attended a meeting on the purpose and acquisition of **CIL funding**.

There is £7.2 million at TRDC – 80% of which is already allocated to the larger areas within the District and 20% is available to smaller Parishes. That said SPC should still submit the requests it is considering for TRDC CIL funding as soon as possible. Some Parishes are deemed 'capable Parishes' if the Clerk has the CILCA qualification – this increases CIL payments by an extra 5%.

The Local Plan was also referenced at the meeting. Housing targets for TRDC are 630 new homes per year. This target has never been met. The Local Plan may well include sites featuring large developments, so that these targets can be met.

The Chair and the **Clerk** attended the **Chorleywood and Sarratt Local Area Forum**.

Representatives from the local Community Police team advised overall crime figures are down 11.7% in CW North and Sarratt, and down 4.3% in TRDC as a whole. However, home burglary in CW North & Sarratt is up from 13 to 16 cases from 1 April 2022 to 8 October 2022 versus the same period last year, but vehicle theft is down from 21 to 18 cases. This is thought to be a result of the area coming out of lock down and returning to work – more houses are now empty during the day while more cars are out on the roads, and not sitting on driveways. Crime prevention materials were distributed, and the ECHO Police Feedback Scheme introduced. (Details in the Parish Office.) Car crime can be averted with special aluminum-lined key pouches for car keys (£5.00 from Amazon) which prevent the 'no key' signal being cloned even when the keys are indoors.

An update was provided by the Chair of Chorleywood on activities in their Parish: Companion trees are being planted on CW Common in remembrance of the Queen and Prince Philip. Cllr Dobson suggested SPC might consider doing the same with the two oak trees replacing oak tree 666 on the Green and marking them with plaques.

Chorleywood Cricket Club is opening imminently – the café is being supplied by the Sarratt Community Garden and staffed by Mission Employable.

Cllr Dobson asked if there is any interest in a Repair Café as a pop-up facility for the community to visit to have their small electrical appliances or other goods, repaired rather than dumped. It was noted the challenge might be to find suitable craftsmen/women.

Cyber insurance – is it on the SPC policy? Is there a level of risk for us? Could we access this on a multi-parish basis? Cllr Lowry to assess whether we need to have cover for this.

The Great Big Green Week includes an event on sustainable clothing at the Watersmeet Theatre on 1 November.

Parking by Clement Danes School students and parents in the D at the top of North Hill has still not been fully resolved as the recent tarmacking was insufficient to put down double yellow lines. Other enforcement options to address the issue are now being looked at by Peter Simons.

The Chair of Chorleywood PC also reported a development of 850 houses together with a new school and other amenities had been put forward for the land on the Chorleywood side of the Chiltern Open Air Museum.

Cllr Dobson provided an update to the meeting on activities in Sarratt.

340/22 CLERK'S ACTIVITIES

The Clerk gave a summary of activities occurring during the last month.

ACTIONS:

- Meet with electrician re: defibrillator being affixed at The Old Forge, and the lighting for the Christmas Tree outside Sarratt School.
- Investigate the requirement to publish Councillors' Disclosure of Interests on the SPC website.
- Elections in May – Clarify the requirements for SPC
- Send parking article written by Highways Lead Cllr Simon Diggins to Spotlight to highlight inconsiderate behaviour in the Village
- Obtain quotations for tree works from JRB Treeworks so that this can be undertaken before bad weather sets in.

PLANNING

341/22 REVIEW RECENT PLANNING APPLICATIONS

Cllr Farman reminded Councillors that SPC needs to be a stabilizing influence over difficult planning issues in order to keep public emotion to a minimum.,

Planning Applications considered:

- **22/1763/FUL** | Erection of single storey front to side extension including front porch Sarratt Village Hall The Green Sarratt Hertfordshire WD3 6AS

The extension to the Village Hall has been discussed for some time. In its final iteration the plan shows moving the front door to a side entrance, for heat conservation and wheelchair accessibility, with new flint detailing on the front which will make it more visually in keeping with the homes adjacent to it. Former Cllr Thorp commented that the non-encroachment of the porch on the Green is an immediate improvement.

SPC response: SPC support this application as it provides needed additional facilities to a well used community venue and will improve its look, accessibility and function. We strongly encourage the applicant to use the opportunity given by conducting building works to make

significant improvements to the buildings energy efficiency, such as insulation, heating flows, installation of solar panels and other improvements.

Cllr Garvey noted that the Village Hall Committee had been open to installing a bike rack in the car park when the work was completed.

342/22 RECENT PLANNING DECISIONS

Recent TRDC Planning Decisions:

- [Outline application: Erection of up to 78 new dwellings, a new Doctors Surgery and Scout HQ with vehicular access onto Sarratt Road \(Appearance, Layout, Landscaping and Scale as reserved matters\)](#)
Land At Rear Of 17 - 49 Church Lane Sarratt Road Hertfordshire. Ref. No: 22/0601/OUT
SPC: *[long detailed response available online]*
TRDC: Refused
- [Outline application: Erection of up to 9 new homes, associated access, parking and landscaping \(Appearance, Layout, Landscaping and Scale as reserved matters\)](#)
Land Adjacent 97 Church Lane Sarratt Ref. No: 22/0602/OUT
SPC: *[long detailed response available online]*
TRDC: Refused
- [Demolition of existing single storey rear extension and conservatory; construction of part single/part two storey rear extension, single storey side extension, new roof to existing side extension, juliet balcony, internal alterations, alterations to fenestration, insulated render cladding and heat pump.](#)
Hill Brow Bragmans Lane Sarratt Hertfordshire WD3 4FR Ref. No: 22/1043/FUL
SPC: No objection on the basis that this application is same size as previously approved permission. We are pleased to see the inclusion of energy sustainability elements such as the air source heat pump.
TRDC: Approved
- [Certificate of Lawfulness Existing Development: Use as independent, self-contained dwellinghouse \(Class C3\)](#)
Laurel Cottage Finches Avenue Redheath WD3 4LN Ref. No: 22/0539/CLED
SPC: Noted
TRDC: Refused
- [Single storey front extension including internal alterations with render finish.](#)
28 Dawes Lane Sarratt Hertfordshire WD3 6BB Ref. No: 22/1328/FUL
SPC: No objection on the basis that this is a small extension that does not change the number of bedrooms, with limited effect on biodiversity. We encourage the applicant to significantly improve the energy efficiency of the dwelling as part of this development
TRDC: Approved
- [Certificate of Lawfulness Existing Use: Change of use of land and associated buildings as a commercial wholesaler](#)
Land At Rear Of 47 Church Lane Sarratt Hertfordshire WD3 6HN Ref. No: 22/1302/CLED
SPC: Noted
TRDC: Refused
- [Prior Notification: Change of use of agricultural building and curtilage \(Class R\) from agriculture to a flexible commercial use \(Class C1\)](#)
Crestyl Barn Watercress Farm Moor Lane Sarratt Rickmansworth Hertfordshire WD3 6BZ. Ref. No: 22/1244/PDA
SPC: Noted
TRDC: Approved
- [Erection of agricultural barn](#)
New Oak Farm Flaunden Lane Belsize Hertfordshire WD3 4FF. Ref. No: 22/1009/FUL

SPC: SPC object to this application on the basis that collection of hay for onsite horses is a domestic purpose and not a suitable reason for an exception on a Green Belt site. We note that a barn was constructed previously on this site which was only relatively recently changed to another use. There is concern that this new barn application is continuing the overdevelopment of this open site and has the potential to lead to further changes of use and development. If the officers are minded to approve we request this application is brought to the Planning Committee.

TRDC: Refused

- [First floor side extension, alterations to existing dormers, insertion of dormer and front window](#)

Heather Cottage Penmans Hill Chipperfield WD4 9DJ Ref. No: 22/0438/FUL

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 and energy use of this dwelling, significantly better than what is required by current building regulations.

TRDC: Approved

Cllr Farman noted all of the TRDC decisions this month were again aligned with the recommendations of SPC. Cllr Dobson said she had noticed the same and thanked Cllr Farman for his hard work and the introduction of his planning decision framework.

343/22 PLANNING ENFORCEMENTS

The current TRDC Enforcement List was shared in the Associated Papers for the meeting,

It was noted the wooden fence bordering the driveway to Vine Cottage has now been removed ahead of the compliance date at the end of October.

Although Enforcement action appears to be slow in regard of Fir Trees, Dawes Lane, TRDC has started legal proceedings. Local residents should remember that this is a designated traveler site with permission for two mobile and two static caravans.

Cllr Farman believes that SPC require specialist guidance in some planning areas and recommends that from the planning consultants considered, Bell Cornwell be contacted to provide expert guidance when needed. This was supported by Council.

344/22 KGV DEED OF VARIATION

Cllr Rugg said that TRDC expect SPC to sign a Deed of Variation for KGV. This includes a number of errors. Cllr Rugg's interpretation of Charity Commission guidance also suggests the current document is incorrect by suggesting defining SPC to be the sole trustee whereas the Council is the Custodian Trustee. This TRDC approach appears to have been the case in their earlier deeds since at least 1994. Furthermore, TRDC have been unwilling to make any amendments requested to the Deed of Variation and also unwilling to meet SPC to discuss the matter.

It was resolved SPC would not sign the document in its current form and the next step should be to identify specialist advice for a legal opinion that may possibly result in a need for drawing up a new Deed.

The Draft Deed also assumes from the Land Registry entry that SPC is the landowner of KGV and is therefore required to sign and agree to be responsible for the control of the land in order to meet the requirements of the deed. Whereas Charity Commission guidance suggests the Charity is landowner and the Managing Trustees control the land and its use.

Cllr Farman and Cllr Diggins asked what the end objective is in the matter for SPC?

It was agreed that although SPC have no management responsibility for KGV, it has always supported KGV to operate and the charity constitution and governing document provides for two SPC Councillors to be Managing Trustees and active members of the KGV Managing Committee. For the sake of clarity, a plan of action will be formulated and brought back to the November meeting. A Subgroup with this responsibility would be formed, comprising Cllr Rugg, Cllr Diggins, Cllr Farman, Cllr Christie and possibly the Cllr Dobson if required.

A request was made for Councilors to identify any legal contacts they may know of, who specialise in the combined aspects of trust, property, land and charity law.

SPC should continue to seek a second Councillor to take over from Cllr Rugg and join Cllr Diggins as the two representatives on the KGV Management Committee.

345/22 BURLINGTON PROPERTY GROUP APPLICATION UPDATE

The Burlington Property Group development on both sites in Church Lane has been refused by TRDC, in a comprehensive review of the applications. TRDC mentioned, specifically, the area of natural beauty and this may be useful in future appeals. Members of the public thanked Cllr Lee Farman for his hard work and tenacity.

346/22 MULBERRY BUSH APPEAL UPDATE

Cllr Farman attended the Appeal Hearing bought by the Mulberry Bush following TRDC's refusal of the application for a change to the Condition 11 (agricultural tie) on the dwelling house at the site. The outcome of the Hearing is now awaited.

ENVIRONMENT

347/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Rugg covered various Environmental matters.

SPC has made contact with Lee Tyson and Holly Rogerson from the Forestry Commission, and again requested them to try and speed up the approval by the Commission of the 10 year Woodland Management Plan submitted by Herts CC on behalf of SPC in Jan 2022

Once approved, SPC look forward to receiving a grant. £1K for completing the plan and obtaining the necessary permissions for the planned forestry work and associated funding in the form of grants. We have a meeting with Holly Rogerson who is visiting Sarratt on 24th October.

The Environmental Land Management Scheme (ELMS), was suggested in the press recently, been halted for further review by the Government, may have contributed to furthering the delay in the Commission assessing and approving woodland projects such as SPCs 10 year plan.

ACTIONS:

- Email Sarah Roberts to check progress on costings for the Cricketers pond project.
- Re-email Julian Thornton about posts for the waymarker disks (already in SPC stores), and kissing gates.
- Are funds coming through from the Winter Maintenance Scheme for the projects suggested to Julian that are required over and above the summer and autumn strimming and ROW work for 2022/23.
- Collate strimming invoices to accompany the invoice for the 2022/23 year's strimming refund from Julian Thornton (PO already received)
- Request a PO for the strimming work for 2023/24.

The bin at KGV has again been filled with hazardous rubbish. The option of a locking the bin was raised.

ACTION: Ask if TRDC refuse collection whether we can lock the bin.

348/22 LANGCHAMPS – GRACIE’S FIELD – CHICKEN FARM, CHENIES

The Clerk advised she had written to South Buck’s LPA over the establishment of a Chicken Farm in March 2022 on the banks of the River Chess north of Latimer, without planning permission, expressing SPC’s concerns regarding the catastrophic impact this could have on the River Chess and objecting to the retrospective planning application now available for consultation. Cllr Dobson thanked Cllrs Diggins and Rugg for drafting a letter to be sent to Chorleywood Parish Council again with SPC’s concerns. Cllr Dobson advised she would be contacting the Chair of Chorleywood PC to discuss the matter first before submitting our letter.

349/22 THE PURCHASE OF LIGHTS FOR A CHRISTMAS TREE OUTSIDE SARRATT SCHOOL

Action: Steve Bass electrician - lights for the Christmas tree. Discuss what kind would be most efficient.

Cllr Coakley reminded Council SCCF had offered to purchase the lights. Cllr Dobson thanked SCCF for their generous offer. The lights will be used on a timer. The idea of holding the School Carol Service at the Tree site was suggested.

350/22 CIL FUNDING FOR POND WORK

Cricketers Pond: The Clerk is meeting with Dr Brenda Harold to assist with some wording for the TRDC CIL application for renovating the Pond. It was noted that Brenda is likely to focus on just those areas within her expertise, not the wider pond ecology. Although SPC are hoping to attract the CIL funds from TRDC for this work, there are other funding streams as suggested by Sarah Roberts from HCC Countryside Management Service. Cllr Diggins reminded the council of the potential £5K grant from the Chess Smarter Water Community Grant scheme.

SPC has asked Sarah Roberts for an approximate figure by accessing and updating the costs on their files when they undertook the initial project to revitalise the pond and installed the reed bed pollution control system in 2006. This could then allow SPC to use this as the costing basis for an application for CIL funds.

ACTION:

- Email Sarah Roberts to check process.

351/22 KGV GUTTERING

The Council heard a request from the KGV Management Trustees for £2000 from SPC CIL funds as a contribution to the replacement guttering – total cost is likely to be £3000/3,500. The FA may contribute if water from the blocked gutters and soak away is impacting the football pitch, perhaps £1000?

It would be environmentally correct to install Water butts to catch rainwater, but an unnecessary addition if there is no use for the captured water. It was felt there was not. Remediation of the guttering will prevent future deterioration of the roof and the flat roof at the rear of the Pavilion. SPC agreed to make a payment of £2000 so long as the soak away is remediated thereafter.

KGV are keen that SPC would go down the path of applying for CIL money from TRDC for a much larger project of refurbishing the changing rooms, building girls changing rooms, revamping the kitchen and roof. The new Multi-age activity play area playground, with ground works and design, will probably come to approx. £200,000. This will be included in the bid for TRDC CIL funds for the pavilion works. Work must be done to update the CIL application for both schemes and submit the request as soon as possible – also look at Lottery funding.

SUSTAINABILITY

352/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

There was no report this month.

353/22 THREE RIVERS SOLAR BULK BUYING SCHEME

The scheme has now closed temporarily, as there was such an enthusiastic uptake. It is believed it will reopen again and SPC will consider whether use can be made of it in the next round.

HIGHWAYS

354/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

Roadworks and Diversions: Major roadworks and diversions planned in our area are published on the 'One.Network' website: <https://one.network> (or simply Google Hertfordshire Roadworks and select 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; a simple 'sign-in' is required (email and password) but the system then remembers your preferred view. For those without access to computers, then Parishioners can ask the SPC Office to provide the details required.

Road-Faults and Repairs: Parishioners are requested to report damaged roads as soon as possible. SPC's mechanism for reporting is 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 and does work (ie Herts CC do respond). Alternatively, please contact the SPC Office and we will report it, but it will be slower.

Follow-up Actions. Cllr Diggins has followed-up on:

- Redhall Lane/Harrocks Wood: Delighted to be able to report that this work has now been completed and, 'fingers crossed', it appears to be working; recent rains produced no floods! Cllr Diggins would like to thank Cllr Phil Williams for his support encouraging Herts CC to make this a priority and to York House School, who allowed the sump to be built on their land and has written to both, to pass-on our thanks.
- **Road Safety** - 30 mph speed limit throughout Sarratt. Cllr Diggins is in consultation with both Sustrans and Brake (NGOs) to advise how best to proceed and will report back fully by end of October.

Councillors thanked Cllr Diggins for his draft article for Spotlight Magazine highlighting parking issues in Sarratt.

RESOURCES AND POLICY

355/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Lowry detailed SPC's expenditure over the last year and commented that SPC expenditure and costs had seen a general increase of 12%. This is a reflection of the general increase in supplier prices which the Council is not immune to and additional areas of expenditure which had to be incurred this year, e.g. increase in professional advice and legal fees.

Cllr Lowry presented an explanation of SPC's Draft Budget for the financial year 2023/24. Comparisons were shown of the increase in costs for the different service areas supplied by SPC across the Parish in comparison to last year's spending in the same service areas. An overall spending reduction of 5% was made to the first draft budget seen by Council in September to reduce the proposed level of expenditure before consideration of setting next year's Precept (Rateable Income value) for the next financial year 23/24. SPC has worked deliberately to keep

its SPC Precept value at the same level for the last three years at £96,557 (equivalent to £87.24 p.a for a Band D property) which has been the exception within the wider TRDC area. After discussion and given the operating environment and potential imminent demands that the Council are working within, it was agreed there would need to be an increase in the annual precept request for 23/24 by at least 6% to a total value of £102,350 (equivalent to an estimated Band D value of £92.47 – a £5.27 increase). An alternative increase of 9% to £106,213 (equivalent to an estimated Band D value of £95.96 - an increase of £8.62) was also discussed, for which there was some support. A 9% increase should ensure no overspend of the 23/24 budget and could replace the reserves utilised to cover a potential overspend in the 22/23 budget due to rising costs. Council would make a final decision on the Precept increase at their November meeting.

356/22 SEPTEMBER BANK TRANSACTIONS

Approval of bank payments £8,979.41.

Proposed by Cllr Rugg and seconded by Cllr Gell.

357/22 CORRESPONDENCE

SPC decided to decline TRDC's offer of District Signage, as it was felt there are too many signs on the roads around Sarratt already and we should all be looking to making cost savings.

358/22 REMEMBRANCE DAY: 11 NOVEMBER

Cllr Dobson advised she was scheduled to have a replacement hip operation on 10 November and therefore would be unable to lay the SPC wreath during the service at the War Memorial the following day.

Cllr Rugg kindly offered to take on this responsibility as Vice Chair.

359/22 COUNCILLOR QUESTIONS AND COMMENTS

There were none

360/22 DATE OF NEXT MEETING AND ITEMS REQUESTED TO BE PUT ON THE NEXT AGENDA

The date of the next Council meeting is Tuesday 8th November 2022

The meeting finished at 22:40 pm