

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



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**DRAFT MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL
ON TUESDAY 13 DECEMBER 2022**

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 County Councillor Ciaran Reed

Meeting commenced at 19:30pm

335/22 APOLOGIES AND ANNOUNCEMENTS

Cllr Simon Diggins was absent due to a respiratory infection.

336/22 DECLARATIONS OF INTEREST

There were none.

337/22 PUBLIC QUESTION TIME

Questions were taken from:

Carol Chorley MBE – she reported a large pothole at the exit of Alexandra Road onto the Green.

ACTION: The Clerk will reporting this to Herts Highways.

Former Cllr Thorpe thanked SPC for his gift of a trip to Wembley, which he much enjoyed. He also thanked SPC for their continuing interest in the KGV play area, as a venue for all ages.

Cllr Dobson commented that many people are very positive about the plans.

Carol Chorley – spending guidance of £1000. Insurance for activities on the Green. Some people will come with own insurance. Good progress has been made.

Cllr Coakley – SCCF can get really reasonable insurance. Sound equipment- Music and sound system £800. Cllr Lowry – no fixed category in the budget. Covered under SPCs liability Insurance. CC please update us after her next meeting. Forward useful emails to Carol.

338/22 PREVIOUS MINUTES AND MATTERS ARISING

The Minutes of the Council meeting on 13th December 2022 to be agreed as a true and accurate reflection of the meeting.

Cllr Lowry asked for the removal of the paragraph dealing with reserves, as it is inaccurate.

ACTION: The Clerk will remove this.

JG/AC

339/22 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.

Added 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.

340/22 CLERK'S ACTIVITIES

The Clerk gave a summary of activities occurring during the last month. Many matters have been resolved. The Clerk updated the meeting on:

- Agreements between private individuals and Councils for the siting and powering of defibrillators. Further research is required to obtain a template agreement.
- Acceptance of a quotation from Tree Monkey for work in Bottom Lane. Due process was adhered to as three quotations were obtained, and best value achieved.
- Sign of the Times are working on the new Finger Posts but must be prompted.
- The fingerpost for walkers, by the Cricketers Pond has received favourable comments. Two stakeholders have made their contributions to the cost.
- Tree work on the Green opposite Springfield commenced this week.
- Gate repair kits received and approved. We require another 12.
- Posts and bolts arriving from Herts ROW.
- Strimming invoices have now been received and the Clerk is to raise an invoice to HCC RoW to reclaim the cost. The Clerk to also request a PO for the 2023/24 strimming work.
- Clerk to follow up on funding from the HCC RoW Winter Maintenance Fund
- Clerk to follow up with Sarah Roberts on the pond renovation costs for the CIL funding application and scheduling of the work to the Cricketers Pond.
- Thanks again, to Mr. Martin Kempster for the donation of the Christmas Tree by the pond. The Clerk has received a generally positive reaction to it.
- Litter picking group gathered 6 bags of rubbish along Sarratt Road.
- Permission was given for the Boxing Day Classic Car meeting on the Green. As money from this event goes entirely to charity no charge for the use of the Green will be made. However, the Clerk is to contact the organisers to request details of their insurance cover for the event.

341/22 PLANNING

REVIEW OF RECENT PLANNING APPLICATIONS

- **22/2121/FUL: Challoners, The Green, Sarratt, WD3 6AY - [Loft conversion including rear dormer, rear rooflights and a roof lantern](#)**
SPC: No objection on the provision that this application does not unduly impact on the neighbouring property in terms of light and views, as we are not in a position to accurately assess these aspects. We encourage the application to take the opportunity to significantly improve the energy efficiency of the building.
- **22/2100/RSP: Vine Cottage, The Green, Sarratt, WD3 6BH - [Part retrospective: Demolition of existing conservatory and construction of single storey rear extension including internal alterations and alterations to rear elevation](#)**
SPC: No objection on the basis this would result in a limited overall change and is not visible from the Green. We would like to express concern that it appears works have started on this building before obtaining appropriate permission, which we feel is an inappropriate approach for buildings located in a conservation area.
- **22/2095/FUL: Hunterswood House, Penmans Green, Sarratt, WD4 9AY - [Construction of an outbuilding](#)**
SPC: We object to this application on the basis that this is adding a new building in a Green Belt area as well as not using their existing approved permitted development rights.
- **22/2042/RSP: Hollymead, Bucks Hill, Sarratt, WD4 9AT - [Part Retrospective: Substantial demolition of existing dwelling and construction of single storey three bedroom bungalow with access, parking and associated works](#)**
SPC: No objection on the basis that the applicant is replacing what was effectively a derelict building with a new build of similar proportions. We strongly encourage the application to achieve energy efficiency improvements significantly beyond that required by current building regulations as well as design for renewable energy and water conservation options.
- **22/1978/FUL: The Old Dairy, Micklefield Hall, Sarratt Road, Rickmansworth, 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 this increase is less than 40% of the current building and has minimal impact on the site. We strongly encourage the applicant to take the opportunity to increase the energy efficiency of the building beyond the required current building regulations as part of this process as well as design for renewable energy and water conservation options.
- **22/1979/LBC: The Old Dairy, Micklefield Hall, Sarratt Road, Rickmansworth, WD3 6AQ - [Listed Building Consent: 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
- **22/1974/FUL: Merry Down, Commonwood, Sarratt, WD4 9BA - [Demolition of existing single storey side extension construction of loft conversion including roof extensions and rear and side dormers and front and side rooflights; erection of new vehicular access and gate with associated landscaping works including extension of driveway; internal alterations and alterations to fenestration](#)**
SPC: No objection on the basis this application does not affect the openness of Green Belt. We note the potential overlooking concerns of the neighbouring property and this would need to be clarified to ensure there are no issues. We strongly encourage the applicant to take the opportunity to increase the energy efficiency of the building beyond the required

current building regulations as part of this process as well as design for renewable energy and water conservation options.

RECENT PLANNING DECISIONS

- **21/2612/FUL: Potten Farm Stables, Chandlers Lane, Chandlers Cross, WD3 4NQ - Variation of Condition 2 (Approved Plans) pursuant to planning permission 18/0454/FUL (Change of use of part of site from equestrian including demolition of existing stables and barn, construction of replacement buildings and conversion of stables to be used as craft/artisan workshop units with associated parking) to amend layout including hard and soft landscaping**

SPC: No objection However we note this change removes some green land compared to the previous application. If officers are minded to approve this application we ask that a condition is added to ensure any loss of green space is offset by new additions elsewhere on the site, so that overall biodiversity is maintained on this site.

TRDC: Approved (there are quite a few conditions added to this decision including soft landscaping requirements, boundary requirements and more)

- **22/1918/CLED 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.**

SPC: Noted (we commented on previous iterations of this application)

TRDC: Refused

- **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 (conditions include samples and approval of external materials required)

- **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 restriction added)

PLANNING ENFORCEMENTS – Update from TRDC Enforcements Team

- The Mulberry Bush PCN will be issued next week all being well. TRDC will make SPC aware when it's been served.
- With regards to non-compliance with enforcement notices at Land adjoining Blenheim Cottage and Fir Trees, summons have been issued in respect of prosecution proceedings against the owners.
- Vine Cottage enforcement notice was complied with.
- Hollymead planning application has been submitted.
- Land at Brickfield Spring bund has been removed.

APPEALS

- **Certificate of Lawfulness Proposed Development: Construction of a detached ancillary building – Ramillies, The Green, Sarratt, WD3 6AY Ref. No: 22/0034/REF - APP/P1940/X/22/3302179**
Status: Comments due 1 Sep 2022 – legal points continue to be debated
- **Outline Application: Construction of up to 20 residential dwellings (Use Class C3) with new access to Church Lane and proposed pedestrian link to existing public footpath. (appearance, landscaping, layout and scale reserved) - Land to the rear of 76 and 78 Church Lane, Sarratt, WD3 6HL Ref. No: 22/0025/REF - APP/P1940/W/22/3300083**
Status: Comments due 24 Nov 2022 (SPC submitted comments)
- **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) Ref. No: 22/0047/REF**
Status: Appeal Lodged – no documents or further information available yet
- **Outline application: Erection of up to 9 new homes, associated access, parking and landscaping (Appearance, Layout, Landscaping and Scale as reserved matters) Ref. No: 22/0048/REF**
Status: Appeal Lodged – no documents or further information available yet

342/22 KGV PROJECT

Steven Bailey brought a selection of draft drawings for the possible renovation and reconstruction of the playground at KGV. The old, and now disintegrating play equipment, would be completely replaced. The proposals have been produced by Calloo, who have designed a multi-age recreational area, with weather-proof facilities for toddlers, to teenagers. The playground would be safer and of more use, with seating for parents and children, and the addition of planting and tables for picnics. Calloo has prior experience of projects of this nature and their work comes with a 30yr guarantee.

The KGV Management Trustees are supportive of the new playground concept, as are SCCF. SPC will apply for CIL funds from TRDC for the Pavilion restoration and the playground cost. However, only capital expenditure can be applied for, not on-going maintenance. The capital expenditure is approximately £260,000.00. Additional funding applications could be made to Sports England, Lottery, Fields In Trust, and the Garfield Weston Association.

ACTION: Councillors would like to visit similar playgrounds to assess their suitability for Sarratt.

343/22 NEIGHBOURHOOD PLAN UPDATE

Former Cllr Soothill detailed the latest developments on the Neighbourhood Plan. The draft Plan is available online for reference at <https://sarrattneighbourhoodplan.org/> The NP Working Group has now formally submitted the draft Plan to TRDC, who will conduct a six-week consultation process at District level. Following this consultation, the plan has to be approved by an external examiner. The external examiner for both the Chorleywood and Croxley NPs, both of which have now been adopted, has been approached to assist us. After this a referendum of Sarratt residents will be held to vote on whether to adopt the plan, hopefully to coincide with the May Elections. The meeting expressed its wholehearted thanks to the NP Working Group, chaired by John Carter, for their dedicated work on the NP. It was agreed Cllr Dobson, as SPC Chair would write a letter of thanks to the Working Group.

Cllr Diggins asked if the process should be communicated to the Parish to excite interest? It was decided by Council that March would be an appropriate time to start this process.

ENVIRONMENT

344/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

This was submitted by Cllr Rugg prior to the meeting and was reviewed by Council. There were no questions arising on his report.

SUSTAINABILITY

345/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

This was submitted by Cllr Garvey prior to the meeting.

Cllr Diggins commented that succession planning for the planting of young trees on the Green, mentioned in the Lead's report, should be approached in a balanced way, so that the Green does not become overcrowded.

One of the replacement oaks for oak tree 666 has been purchased and will be planted at the Croxley end of the Village

ACTION: Clerk to identify whether the second oak to be planted at the Chipperfield end of the Village is to be funded by the U3A. Also need to confirm these 2 oaks will be used for commemorative plaques for the late Queen and Duke of Edinburgh.

346/22 TREES AT DAWES LANE/DOWNER DRIVE

Cllr Farman told the meeting that SPC will always adhere to any request from TRDC regarding the trees. This was agreed by Council but noted that if on-going maintenance of the trees by TRDC was the issue, this could be built into SPC's maintenance schedule.

HIGHWAYS

347/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

SUSTRANS, are completing a report for delivery in February, covering road safety, whilst improving access within the Chess area.

There are persistent floods in four main locations in and around the village. Cllr Diggins continues to liaise with Hertfordshire Highways to remedy these.

Speed issues continue to cause accidents - Fir Tree Hill was the site of a recent accident with a car overturned. Cllr Diggins will use BRAKE as a regular reminder of speed awareness and road safety around the village. The Clerk commented that the local Police are going to do speed work on the Green this month.

Cllr John Gell commented that there should be signage at the Cock to indicate the sharp bend. The Parish Warden has cut back the greenery.

RESOURCES AND POLICY

348/22 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Lowry learned from the session he recently attended on online and cyber security that many smaller organisations, such as SPC, are liable to hacking, fake invoicing and imitation demands for payment. This is possible because the organisation's details are 'out there' and accessible to fraudsters. However, it is believed the SPC systems and procedures are robust on outgoing funds, but it was recommended Lena should alert Cllr Lowry if she ever received an unexpected request to make a payment even in this comes from one of SPC's own Councillors as this could suggest their email accounts had been hacked.

Our domain and website are believed to be safe and write access is not available to the public. SPC's computer systems, including email and Microsoft Office files have anti-virus protection and remote back up to the Cloud, weekly from Technical Merrit.

Additional cyber insurance would cost £370 but it was felt this is not necessary at this point.

349/22 BANK TRANSACTIONS FOR APPROVAL

The bank account was reconciled to 26 October 2022 for the November meeting, so there were additional transactions after this point included in the summary for November presented at the

meeting. Bank transactions for approval of £12,201.41, less receipts £4,946.48 - net movement of £7,254.93

Proposed: Cllr Christie; Seconded: Cllr Farman

The savings account is earning a very little in interest. It is hoped that we can transfer the funds to somewhere more profitable in due course.

350/22 BUDGET 2023/24 APPROVAL

Cllr Lowry has included forward projections for the next 3 months to the end of SPC's financial year on 31 March 2023. SPC is potentially going to be £18,000 over budget due to a number of large expenses this year, such as legal fees and tree expenses due to weather and cycles of growth, plus increased supplier costs since October due to the increase in the price of fuel and other costs.

For the 2023/24 budget Cllr Lowry has included forward projections to test the 9% increase in precept proposed. In addition to the increase in supplier costs, these include the Coronation Celebration, CIL spending on KGV, and environmental expenses, and smaller expenses such as £400 for the Christmas Tree next year. There are some variables that are not known at the moment, such as the date and responsibility for payment of the NP referendum. Cllr Lowry advised that a 9% increase will bring the Council back to break-even and allow a recommittal to reserves, of £2,700.

There are £59,000 in reserves, at the moment – less £18,000 projected overspend. This will bring our reserves to less than 40% of our precept, and below the recommended amount (ideally reserves should be 50% of the annual budget/precept).

It was therefore formally proposed that the Council approve the increase of the Precept to £106.213 for the 2023/24 financial year and the concomitant increase in Band D housing contributions to £95.96 pa - an increase of £7.91 per annum on the current year. This was agreed by Council.

Proposed: Cllr Diggins; Seconded: Cllr Gell

The paperwork collected during last month's meeting has been sent to the Co-Operative Bank. Cllr Lowry and the Clerk are meeting this month, to complete the Santander paperwork.

351/22 SPC REVIEWED POLICIES SCHEDULE

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

- Co-Option Policy
- Protocol for Reporting of Meetings
- Code of Conduct
- Complaints Policy
- Grievance Policy
- Unreasonable and Vexatious Complaints Policy

There were no comments / further amendments requested on the Policies. Council agreed to adopt these updated policies. These will now be uploaded onto the SPC website

Proposed: Cllr Farman; Seconded: Cllr Gell

352/22 CORRESPONDENCE

There was no correspondence.

353/22 COUNCILLOR QUESTIONS AND COMMENTS

Cllr Dobson advised Carol Chorley and Roger Dudley would be co-ordinating the event on the Green on Monday 8 May to celebrate the coronation of King Charles III taking place on Saturday 6 May. A meeting is being held on the evening of 19 January for local organisations who wish to

participate to develop ideas for the event. SPC will contribute up to £1,000 to support the cost of the event.

354/22 DATE OF NEXT MEETING AND ITEMS REQUESTED TO BE PUT ON THE NEXT AGENDA

The date of the next Council meeting is **Tuesday 10th JANUARY 2023**

The meeting finished at 22:30 pm