

SARRATT PARISH COUNCIL
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Hertfordshire. WD3 6AS

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**DRAFT MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT
VILLAGE HALL TUESDAY 13TH JUNE 2023**

**Councillors: Sarah Dobson
Simon Diggins
Angela Coakley
Lee Farman
Michael Lowry**

**In attendance: District Councillor Reed
9 members of the public
Lena Mortimer, Clerk to the Council**

23/136 APOLOGIES AND ANNOUNCEMENTS
Cllr Garvey was absent, having given notice in advance.

23/137 DECLARATION OF INTEREST AND DISPENSATIONS
There were no declarations of interest.

23/138 PUBLIC QUESTION TIME
Carol Chorley provided an update on the Village Coronation Day event held on 8 May. Carol noted that although the warnings of bad weather had forced the celebrations into the Village Hall, the positivity and enthusiasm of all could not have been exceeded. The Scouts and other outdoor activities, although limited to the Village Hall Car Park and the Dell, put on a great show and entertained a great many children. The Falconer drew large crowds to view his birds. There are a quantity of commemorative mugs remaining and Carol and Roger Dudley have decided to donate them to the Scouts to thank them for their efforts on the day. A profit of ca. £900 was made. It was agreed this money would go towards the idea to establish a King Charles III Coronation Walk, arising from the recent Environment sub-committee meeting. This will be a circular walk incorporating all the hamlets and pubs that make up the Parish. If there is space and funds, perhaps a commemorative tree will also be planted. Carol would like the details to be published through Spotlight, so parishioners are aware of its creation. SPC extended thanks to Carol, Roger and their many helpers for their hard work on the Coronation Event

23/139 MINUTES AND MATTER ARISING
There were no matters of accuracy arising and the Minutes were agreed as a true and accurate record of the meeting.
Proposed: Cllr Coakley; Seconded Cllr Lowry

Matters Arising:

As Cllr Farman was not at the Annual Parish Council Meeting on 9 May 2023, the Chair asked him to formally confirm his earlier email advising he wished to continue as Lead Councillor for Planning. Cllr Farman confirmed he did.

As Cllr Diggins was also not at the Annual Parish Council Meeting, the Chair asked him to confirm he wished to continue as Lead Councillor for Highways and as one of the SPC reps on the KGV Committee. Cllr Diggins confirmed he wished to continue as the Lead Councillor for Highways but advised he did not have the time to be one of the SPC reps on the KGV Committee.

Proposed: Cllr Coakley; Seconded: Cllr Lowry.

Cllrs Farman and Diggins signed their Declarations of Acceptance of Office.

It was noted that Cllr Coakley and Cllr Dobson would provide representation as the KGV Committee as agreed at the last meeting.

As Cllr Garvey was absent, her formal confirmation of her SPC roles would be carried over to the next meeting.

23/140 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

Cllr Coakley and the Parish Clerk attended the recent Committee Meeting and AGM of the KGV Management Trustees. Both agreed that it helped greatly, to put matters at KGV into context and has already assisted our understanding of the particular issues experienced by the organisation.

The Clerk is to distribute the Minutes of the Meeting to the Councillors.

23/141 CLERK'S ACTIVITIES

The Clerk updated Councillors on matters outlined in the Clerk's Activities Report:

- Sign of the Times finger posts have arrived finally, in an excellent condition and will be erected on the Green in the near future.
- The Defibrillator for the north end of the Village Green, has arrived, and SPC have received Mr Dix's very generous grant to cover the cost of the equipment. This will be installed and available for use soon.
- The Clerk is undertaking training on the Rialtus Allotment Accounting software.
- The Volunteer Footpath Wardens are a great success and are helping to identify and notify the Clerk on the condition of the Parish footpaths, so remedial work can be targeted promptly.
- The height reduction of large trees, permitted under TRDC TPOs, has been undertaken at Springfield on the Green by the owner.
- A wildlife camera has been erected in the tree outside the Village Hall, overlooking the Dell. This is in order to survey wildlife and provide surveillance of the bench.
- Allotments – non-parishioners are not entitled to more than one plot each. One particular tenant is attempting to circumvent this rule in order to have multiple plots. This is being dealt with.

- Trees down in Commonwood – these have been attended to by the Parish Warden and contractor JRB Groundworks.
- SPC received a ‘thank you’ for swift work on the grass cutting of Sarratt Green verges.

PLANNING

23/142 LEAD COUNCILLORS REPORT

Proposed Camp Site at Micklefield Cottages

A member of the public from Micklefield Cottages advised the Camping & Caravanning Association (CCA) had sent letters directly to the neighbouring cottages, and that they had sent their comments back to them. The neighbouring properties are concerned about noise from the site, proximity of the campers to neighbouring gardens, the possible indeterminate length of the stay of the motor homes / campers and highway safety. Cllr Farman explained that under government regulations campsites of this size do not require planning permission from the Local Planning Authority but can be certified by CCA who have their own guidelines / requirements that a site must attain. This includes the site not being used for more than 60 days per annum, and for not more than 42 consecutive days. Cllr Farman asked if the residents’ comments could be sent to the Parish Clerk. SPC would then formulate a response to the CCA but believed the proposed site, if approved, could create safety issues around access onto the highway, on what is a narrow and busy stretch of road, and had the potential for disturbance to neighbouring properties. Feedback must be with the CCA by 27 June 2023.

Poacher’s Barn

An informal request has been made by the owners for an easement across SPC land at Penman’s Green for vehicular access. Council noted a request for such access had been previously made in November 2021 which was refused on the basis there was already vehicular access to Poachers Barn, via the driveway to the main property on the site – Poachers Retreat. It was recommended if the owners wished to raise the request again, then a formal request needed to be submitted to the Parish Clerk.

Sarratt Neighbourhood Plan

This was brought before the TRDC Planning & Resources Committee on Monday 12 May to ratify the next step in the process of getting it adopted, which is a District Consultation for a 6-week period. This was unanimously agreed by the Committee. District Cllr Reed attended the Committee meeting and reported that many of his fellow Councillors were very impressed by the quality of the plan, in particular the Design Codes and suggested these were worthy of adoption by other parts of the District. Subject to the volume and nature of the comments raised by the consultation process, the Neighbourhood Plan will hopefully go before the External Examiner in August/September, with a referendum in the Parish on its adoption in October/November. The expectation is that if the plan is ready to go to referendum several months before the next round of local elections in May 2024, then TRDC will pay for an out-of-cycle referendum. Former Cllr Soothill, as a member of the Neighbourhood Working Party also attended the Committee Meeting as a member of the public and provided SPC with a report of the meeting.

- Erection of new roof over existing garage and outbuilding – Nasus, Dunny Lane, Belsize, WD4 9DE. Ref no: 23/0864/FUL
>> No Objection. We welcome the proposed improvements in insulation of the dwelling.
- [Certificate of Lawfulness Existing Use: Use of building and land for the display and sale of motor vehicles \(Sui generis\), ancillary use for pre-sales preparation and servicing.](#)
Oakwood House, Olleberrie Lane, Belsize, WD3 4NU. Ref. no: 23/0827/CLED
>> Noted
- [Demolition of existing conservatory and construction of single storey rear extension; provision of new window to side elevation.](#)
Hillview, The Green, Sarratt, WD3 6BH. Ref. no: 23/0832/FUL
>> No objection. We encourage the applicant to improve the insulation of the building as part of these works, beyond the current building regulations.
- [Construction of part single, part two storey side extension, single storey rear extension and front porch.](#)
Langdale, Bucks Hill, WD4 9AT. Ref. no: 23/0813/FUL
>> Object as the size of this extension constitutes overdevelopment of a dwelling in a Green Belt area, without any special exceptions justified. Also, there are some concerns on the impact of these changes to the neighbouring property.
- [Partial demolition of existing single storey rear extension and construction of single storey rear extension.](#)
29 Church Lane, Sarratt, WD3 6HN. Ref. no: 23/0765/FUL
>> No Objection. We encourage the applicant to improve the insulation and energy efficiency of the building as part of these works, beyond the current building regulations.
- [Demolition of existing conservatory and construction of two storey side extension, external materials including cladding](#)
Old Plough House, Plough Lane, Sarratt, WD3 4NN. Ref. no: 23/0752/FUL
>> As this application utilises an existing footprint, and removes an out of place, energy inefficient conservatory, we do not object to this extension in principle. However, the external view of the extension is not in keeping with the rest of the building, which is an important criteria for a part listed building. If this application does end up going ahead after hopefully some revisions to the external view, we request that the applicant improves the insulation and energy efficiency of the building as part of these works, significantly beyond the requirements of the current building regulations.
- [Listed Building Consent: Demolition of existing conservatory and construction of two storey side extension, external materials including cladding.](#)
Old Plough House, Plough Lane, Sarratt, WD3 4NN. Ref. no: 23/0753/LBC
>> We recognise that the existing conservatory is not in keeping with the historic building, however we object to this application on the basis that this large extension will be wood clad and is not in keeping with the rest of the building. We do recognise that the external shape and matching windows would appear to be in keeping with the historic building.
- [Loft conversion including front dormer window, rear rooflights and alterations to fenestration to existing outbuilding](#)
Framptons, Commonwood, WD4 9BA. Ref. no: 23/0723/FUL

>> We understand the desire to improve the use of current loft space, however we are concerned that these changes further progress this ancillary building towards a separate dwelling. We request that the LPA apply further protections to ensure that this ancillary building cannot become a dwelling or separated from the main dwelling.

- [Demolition of existing conservatory and construction of single storey rear extension; loft conversion including hip to gable roof extensions, front dormers and rear rooflights; side juliet balcony and rear solar panels; front porch extension, alterations to front steps, external insulation and alterations to external materials including timber cladding.](#)

Griffins, Flaunden Lane, Belsize, WD3 4NS. Ref. no: 23/0704/FUL

>> We welcome investment in dwellings, the improvements in insulation that brings and the installation of renewable energy. We note also that a lot of this application is potentially allowable under permitted rights and mostly uses existing footprint, so we have no objection in principle. The change to roof shape on the neighbouring property side may have some impact on the neighbour so we request this is carefully checked. We request that the applicant improves the insulation and energy efficiency of the building as part of these works, significantly beyond the requirements of the current building regulations.

23/144 PLANNING DECISIONS

- [Certificate of Lawfulness Proposed Development: Loft conversion, hip to gables, rear roof extension and insertion of flank dormer](#)

Green End Cottage, 93 Church Lane, Sarratt, WD3 6HH. Ref. No: 23/0593/CLPD

SPC: No objection, assuming the LPA will check for any potential overlooking and light issues. If approved, we would like to encourage the applicant to use the opportunity of the change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

TRDC: Approved

- [Prior Approval: Single storey rear extension \(depth 8 metres, maximum height 3.70 metres, maximum eaves height 2.90 metres\)](#)

29 Church Lane, Sarratt, WD3 6HN. Ref. No: 23/0518/PDE

SPC: No objection

TRDC: Withdrawn

- [Demolition of existing garden building and construction of single storey rear extension](#)

Whealers Cottage, The Green, Sarratt, WD3 6BJ. Ref. No: 23/0517/FUL

SPC: No objection. If approved we would like to encourage the applicant to use the opportunity of the change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

TRDC: Approved

- [Construction of an outbuilding](#)

2 Park Cottages, New Road, Sarratt, WD3 6HD. Ref. No: 23/0496/FUL

SPC: No objections

TRDC: Approved

- [Retrospective: Demolition of existing single storey rear extension and conservatory, part single/part two storey rear extension, single storey side extension, new roof to existing side extension, front porch and juliet balcony, internal alterations, alterations to fenestration, insulated render cladding and heat pump.](#)

Hill Brow, Bragmans Lane, Sarratt, WD3 4FR. Ref. No: 23/0465/RSP

SPC: No objection. If approved we would like to encourage the applicant to use the opportunity of the changes to these buildings to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

TRDC: Approved

- [Loft conversion including rear dormer and rear rooflights](#)

Challoners, The Green, Sarratt, WD3 6AY. Ref. No: 23/0456/FUL

SPC: No objection. We would like to encourage the applicant to use the opportunity of this change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

TRDC: Refused (similar reason to last attempt)

23/145 PLANNING ENFORCEMENTS

Cllr Farman highlighted the following enforcements. A full list from TRDC was circulated prior to the meeting and can be found on the SPC website.

[20/0171/COMP: Fir Trees, Dawes Lane, Sarratt - New access and erection of gates \(David Heighton\)](#)

Enforcement notice served and came into effect. No appeal made so notice required to be complied with by 7th May 2022. Owners have undertaken remedial works as required by the enforcement notice. Officers monitoring planting but we have dropped prosecution proceedings based on works that have taken place.

[22/0031/COMP - Ravenswood Farm, Church Lane, Sarratt \(Clara Loveland\) - Residential use of agricultural buildings \(Clara Loveland\)](#)

Following site visits we served a Planning Contravention Notice (PCN) which has been responded to. Contrary to previous comments, the building does benefit from planning permission for an agricultural building (17/1070/FUL). Consequently, an enforcement notice is being finalised on the unauthorised residential use which began in 2021.

Following discussions with our legal department it was advised that the LPA should allow the owner the ability to apply for planning permission given any formal enforcement action would have personal implications. A deadline has been set for 27 June. If no application is submitted, we shall serve the enforcement notice.

[22/0090/COMP - The Mulberry Bush \(Scott\)](#)

Multiple PCNs served 6th January 2023 in connection with the following:

‘Without planning permission the unauthorised material change of use of the Land and buildings from agriculture use to a mixed use including but not limited to for agriculture, hotel use, residential dwellinghouse, school/education facility, vehicle maintenance, repairs and other vehicle works.’

More specifically:

- Unauthorised commercial use of barn by Carefree Camping
- Unauthorised use of barn for mixed use school/home schooling and holiday rental purposes

- Unauthorised fenestration detailing (UPVC) to several barns (subject to recent refused planning application)
- Unauthorised use of a barn for independent residential purposes
- Use of Poly-tunnels

PCN responses received, Officers are drafting a number of enforcement notices although we have advised the owner to apply for planning permission for the use of a barn by Carefree Camping (so we can formally assess the planning merits). An appeal is on-going regarding the external changes to the barns.

22/0169/COMP – The Old Cattle Shed, Red Lion Lane - Breach of Condition 4 of 21/2399/FUL: Barn not use for agricultural purposes and construction of another building and container (Aaron)

A number of visits have been made by Officers whereby the barn was being used for agricultural purposes. The animal pen is not considered to comprise development by virtue of its size and lack of physical attachment to the ground.

23/146 PLANNING APPEALS

Cllr Farman noted that Burlington Property Group had submitted an amended application ahead of the Appeal in early September, removing the Scout Hut and replacing it with 5 'affordable homes'. This has occasioned a fresh response cycle. SPC has restated its objection to the application in support of TRDC's original refusal. SPC have also made TRDC aware of a large, active Badger Sett, and sent them the report and photographs from the Herts & Middlesex Badger Group. The Enquiry (Appeal) is due to commence on 4 September for 5 days. SPC Councillors will form a rota to attend.

ENVIRONMENT

23/147 LEAD COUNCILLORS REPORT

As there is no Environment Councillor, at the moment, due to the retirement of John Rugg, Cllr Dobson gave the Environment Report.

The Countryside Stewardship Woodland Management Plan grant to fund the production of the 10-year Woodland Management Plan is now live. This has been achieved with the assistance of Andrew Taylor from Hertfordshire County Council (HCC) Countryside Management Team, who submitted the application and is now established as an agent for SPC with the Forestry Commission, and will be submitting the 10-year Plan to the Commission by the end of June for its approval.

5-year Land Management Plan - the Land Management Plan Sub Committee held its first meeting on 7 June. The committee is composed of Cllr Dobson, former Environment Cllr John Rugg, Cllr Garvey, Stephen Morrill from the Wildlife Volunteers and the Parish Clerk. It was decided that the new Land Management Plan will be written in-house. This acknowledges the wealth of experience and expertise within the sub-committee members, and the large expense of employing consultants. Thanks to the initial work by John Rugg, the committee made good progress at its first meeting and are working towards the next iteration.

SPC should hear by the end of July the outcome of its grant application to the National Lottery Fund for renovation of the Cricketers Pond.

District Cllr Ciaran Reed is supporting SPC with the KGV playground application to TRDC for CIL funding. Due to the delay in reviewing this application submitted in January the TRDC Policy & Resources Meeting agreed at their meeting on Monday 12 June in enact emergency measures and will make a decision on the application at their next meeting

on 17 July, which will mean it does not need to go to the a Full Meeting of TRDC Council to be ratified, which would have delayed confirmation of the decision on funding till October. SPC will show willing to fund part of the works by applying for a £10K grant from the National Lottery and another £10K from one other funding body. SPC thanked Cllr Reed for his hard work and tireless advocacy of Sarratt Parish projects, and particularly the playground. Former Cllr Peter Thorp added his thanks. New Hall Farm – SPC has received many complaints from walkers being challenged by the new owner over walking on the footpaths that traverse New Hall Farm. The paths through New Hall Farm are in fact Public Rights of Way. The matter has therefore been referred to the HCC Rights of Way team requesting they visit the site, and the landowner notified. If it transpires footpaths way markers and signage is missing this will be replaced by the HCC Rights of Way team.

SUSTAINABILITY

23/148 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Garvey had provided a Sustainability report, which was read out. Cllr Dobson asked about the Information Board for the Pump and wildlife on the Green. The Clerk reported that she has compiled all the historical background on the pump and will contact Brenda Harold to contribute the wildlife details of the area. Cllr Garvey will approve the design of the Board once all the information has been gathered. A member of the public reported that the grass on the land at the junction of Downer Drive and Dawes Lane has become excessively high. This land belongs to TRDC, and it's possible they have not mown the grass due to the temporary barrier to protect the new trees from cars parking on the grass. The Clerk will investigate whether TRDC is planning to mow this area. The long grass on the verges leading to the KGV playing fields was also raised. This is HCC Highways responsibility to maintain. Again, the Clerk will investigate HCC's plans to maintain this verge. There was some discussion over No Mow May / rewilding versus grass verges being regularly cut, but it was agreed in the first instance we should find out from TRDC and HCC whether these areas are part of their mowing regime this year, and whether they had been left deliberately uncut at this time of year.

HIGHWAYS

23/149 TO RECEIVE THE LEAD COUNCILLORS REPORT

The bad potholes at the two junctions onto the Green in front of the Cricketer's pub and the School have been reported but, as yet no remediation has been forthcoming.

23/150 TRDC CYCLING AND WALKING INFRASTRUCTURE PLAN PUBLIC CONSULTATION

The objective is to increase the level of cycling and walking in the area. This is an excellent aim, but Chorleywood has a small mention and Sarratt is not mentioned at all. Whilst acknowledging the positives, this consultation has missed an opportunity to bring the more rural areas within the consultation. The speed reduction element is a positive but does not look at smaller towns and hamlets and connecting them, safely. Cllr Diggins will be preparing SPC's response to the consultation, which he will share with Council before submission. Responses are required by 3 July. Cllr Diggins also noted he is very happy to meet new Cllr Ranger at TRDC who is interested in this subject.

23/151 ROAD USAGE UPDATE

Cllr Diggins and the Parish Clerk will be attending the Highway Liaison Meeting on 26 June. The expectation is this will focus on the state of our roads, rather than speeding issues. Cllr Dobson noted that a proper discussion was still required by Council on speed limits in the Parish to agree our collective view. Cllr Diggins requested this be tabled for the SPC meeting in August as he was unable to attend the meeting in July.

RESOURCES AND POLICY

23/152 TO RECEIVE THE LEAD COUNCILLORS REPORT

This month was a small month in terms of expenditure, when the large amount of Grant payments is subtracted. An amount of money received in April from TRDC, was discovered to be a portion of CIL monies received by TRDC for new development. SPC also received the periodic VAT refund. Cllr Dobson asked whether SPC considered it an appropriate use of CIL funding to contribute to the KGV playground funding. Councillors agreed that half the accumulated CIL funds - £5,000 would be an appropriate allocation, to add to the grant application discussed earlier.

23/153 BANK TRANSACTIONS FOR MAY 2023 - £17,595.00

Cllr Lowry sought approval of the May bank transactions.

Proposed: Cllr Diggins; Seconded Cllr Coakley

23/154 REVIEW OF THE INTERNAL AUDIT REPORT FY 22/23

The Internal Auditors report was outstanding with no matters arising for the Council to address. The Council expressed its appreciation of the efforts of Cllr Lowry and the Parish Clerk in achieving such a great outcome and noted the work and guidance provided by Stephen Christopher who is now retiring from the role. The Parish Clerk will send him a letter of thanks for his support to SPC over many years.

23/155 NOTIFICATION OF PUBLIC ACCESS TO AGAR FY 22/23 AND SIGNING OF FINAL ACCOUNTS AND AGAR

The required statutory paperwork, sections 1 and 2 were signed by Cllr Lowry as the Policy and Resources Lead and the Chair. The Parish Clerk signed the notice of the public's right to view the accounting records for the financial year ending 31 March 2023. This will be open from 14 June to 25 July. All of the above documentation will be displayed on the SPC website and notice board.

23/156 FLAG FLYING

Cllr Diggins asked that the flag should be flown for Armed Forces Day from Saturday 24 June for 1 week. This was supported. It was also agreed to fly the Ukrainian flag for 1 week to mark Ukrainian National Day. Cllr Diggins to confirm this date to the Parish Clerk and confirm the location of both flags.

23/157 DISTRICT COUNCILLOR'S UPDATE

No further comments were made by Cllr Reed over and above his input to the agenda items above.

23/158 CORRESPONDENCE

Cllr Dobson advised John Rugg has received a response from his enquiry to the Charities Commission, made when he was still a Councillor regarding the KGV trustees. The Charities Commission confirmed the 1994 Deed was still active and has not been

superseded by any subsequent Deed or Variation. The 1994 Deed clearly states the landowners are SPC as the Custodian Trustees, with the KGV Committee comprising the Management Trustees responsible for the operation of the Charity. Paul Govier, Chair of the KGV Committee has been in touch with TRDC following receipt of this information, and subject to what response he receives, SPC are still in favour of a meeting between TRDC, SPC and the KGV Committee to resolve the current impasse on the Deed of Variation proposed by TRDC in early 2022.

23/159 COUNCILLORS QUESTIONS AND COMMENTS

There were no further comments.

23/160 DATE OF NEXT MEETING 11TH JULY 2023

The meeting ended at 10:00pm