

SARRATT PARISH COUNCIL

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MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL ON TUESDAY 9th JANUARY 2024

Present: Cllr Sarah Dobson – Chair
Cllr Angela Coakley – Vice Chair
Cllr Michael Lowry – Policy and Resources
Cllr Lee Farman - Planning
Cllr James Alder – Deputy Planning
Cllr Garvey – Environment and Sustainability
Cllr Simon Diggins - Highways

In attendance: Mrs Lena Mortimer, Clerk to the Council
4 members of the public, and District Cllr Ciaran Reed.

23/291 APOLOGIES AND ANNOUNCEMENTS

There were none.

23/292 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Coakley informed the meeting that she is a member of SCCF and a Lay Reader at Holy Cross Church. This was in relation to the discussion on the Grant Application from Holy Cross Church.

23/293 PUBLIC QUESTION TIME

A member of the public raised the topic of parking on the grass triangle at the top Alexandra Road near the Green. Those parking on this spot are mainly THRIVE workers. This is a recurring problem. It was agreed to Clerk would:

- Obtain confirmation in writing from HCC Highways, potentially via her Highways contact at TRDC, Ian Bratt from TRDC, that SPC could install small wooden posts to prevent vehicles mounting the kerb and parking on the grass and ask HCC Highways to ensure their grass cutting contractors are aware they have given their approval for the installation of these posts, so they are not removed during the grass cutting work.
- Make the same request of TRDC, as the owners of the rectangle of grass at the junction of Dawes Lane and Downer Drive, for posts to be installed there.

23/294 MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

Cllr Lowry pointed out a typo – ditch to be replaced with ditch, under Agenda item 23/283. Otherwise the Minutes were approved as a true and accurate record of the meeting.

Proposed: Cllr Garvey; Seconded: Cllr Lowry.

Cllr Dobson noted a couple of actions allocated to her in the previous minutes, had been completed, including sending a get-well card to former Cllr David Turner, which was greatly appreciated, and notifying the members of the Neighbourhood Plan Working Group that the plan would be managed through the final stages by an SPC sub-committee, and thanking them for their time, effort and support over the last few years. A note was also included in the last edition of Spotlight to this effect.

23/295

TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETING ON BEHALF OF THE COUNCIL

There were none.

Cllr Lowry advised he will be representing SPC at the Annual General Meeting of Sarratt Village Hall on 10 January.

23/296

CLERK'S ACTIVITIES

- Sign of the Times – the last of the finger posts have now been installed. The remaining balance of their invoice will now be paid.
- Information Boards for the Pump and Green – Mike Edmund to report back in due course.
- The overhanging boughs were removed from the willow tree at Morton's Pond.
- The flyers for the Shopper Bus were distributed by Carol Chorley.
- Blocked drains in Church Lane – Clerk to keep contacting Drainage at Herts Highways to encourage works to be done throughout the Parish.
- It was agreed Andrew Whitewood would proceed with installing a new drainage ditch from the service road into Morton's Pond to remediate the flooding on the service road. Andrew has a spare "Ditch" sign in stock which will be used to highlight the location of the ditch to walkers and horse riders.
- Sarratt Shop has reapplied to be an Asset of Community Value – SPC will assist in this process if required.
- The Flower Farm at Penmans – SPC will endeavour to ascertain whether the access route is in fact a bridleway. The Clerk will write to Lisa Comfry, the owner, to alert her to complaints about traffic in this area.
- Allotments – 6 allotments are vacant at the moment. A notice in Spotlight will be placed to encourage the uptake of plots by local residents.
- Parking on the SPC verge adjacent to Poachers Barn in Penman's Green – Cllr Farman and the Clerk will write a letter to point out that this must cease.
- Amanda Chapman alerted SPC to the condition of trees along the allotment boundary with her fields. The immediate necessary works have taken place. It was agreed SPC should confirm the boundary ownership for the allotments – Clerk and Cllr Garvey to action.
- Clerk to contact former Councillor Peter Thorpe for defibrillator training.

- Clerk to purchase '20 is Plenty' speed reduction signs. These will be distributed to residents.

23/297

PLANNING – TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Farman noted the NPPF (National Planning Policy Framework) received an update in December 2023. The updates may strengthen Neighbourhood Plans in some circumstances. On initial assessment Cllr Farman did not think the NPPF updates would require either party in the Burlington Appeal to update their arguments that would then lead to a further delay to the decision. A decision from the Planning Inspector is expected towards the end of January on the Burlington Appeal. District Cllr Reed will ask his other District Councillors for their thoughts on the NPPF changes.

23/298

PLANNING APPLICATIONS

- [Construction of single-storey rear infill extension; extension to loft accommodation including rear barn hip extensions; flank rooflights; and alterations to fenestration](#)
Ashlea Dunny Lane Belsize Kings Langley Hertfordshire WD4 9DE Ref. No: 23/2164/FUL
SPC: Our response remains the same as the very similar previous application. We recognise that this infill extension has minimal effect on the neighbours and the look of the building. However there have been previous extensions to the original dwelling and we believe that this application would mean that the overall increase of size over the original, would be more than 40%, which would mean this application is overdevelopment in Green Belt.
- [Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and construction of single storey side and rear extension with associated internal alterations](#)
Willow Lodge Red Lion Lane Sarratt Rickmansworth Hertfordshire WD3 6BN Ref. No: 23/2152/CLPD
SPC: Noted. We have some concerns with the increase of footprint in a Green Belt and policy PSP4 controlled area, from these multiple extensions.
- [Prior Approval: Single storey rear extensions \(depth 8 metres, maximum height 3.80 metres, maximum eaves height 2.60 metres\)](#)
- Willow Lodge Red Lion Lane Sarratt Rickmansworth Hertfordshire WD3 6BN Ref. No: 23/2154/PDE
SPC: We are concerned about the significant expansion of a dwelling in a Green Belt and policy PSP4 controlled area that this application for multiple extensions would produce.

- [Certificate of Lawfulness Proposed Development: Loft conversion including front, side and rear rooflights.](#)
 Hollymead Bucks Hill Kings Langley Hertfordshire WD4 9AT Ref. No: 23/2139/CLPD
 SPC: Noted
- [Construction of single storey extensions; internal alterations and alterations to fenestration extension of driveway and landscaping alterations](#)
 The Old Dairy Micklefield Hall Sarratt Road Rickmansworth Hertfordshire WD3 6AQ
 Ref. No: 23/2133/FUL
 SPC: We note the changes to reduce the amount of additional hardstanding area and have no objection on the basis that the extension is proportional and in keeping with the existing building.
- [Demolition of the marquee and construction of a replacement pavilion building; extension of existing outbuilding with associated hardstanding.](#)
 Micklefield Hall Farm Sarratt Road WD3 6AQ Ref. No: 23/2126/FUL
 SPC: We note the changes applied following consultation with TRDC. Our position remains the same in that 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.
- [Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey \(2.60m height\) and raising of ridge to result in an overall height of 7.80m \(Class AA\)](#)
 Briar Bank Dimmocks Lane Sarratt Rickmansworth Hertfordshire WD3 6AP Ref. No: 23/2115/PDT
 SPC: We object to this application on the basis that this significant extension would remove a bungalow from the Sarratt housing stock and would be overdevelopment in Green Belt
- [Demolition of existing shed and porch; construction of outbuilding; basement extension, single storey front extension and roof extension to create annexe; repairs to rooftiles, relocation of entrance doors; boundary treatments including timber fence and hedges, internal alterations and alterations to fenestration. \(Resubmission of 23/0620/FUL\)](#)
 Wyatts Cottage Redhall Lane Chandlers Cross WD3 4LX Ref. No: 23/2095/FUL
 SPC: We support the investment into this historical building to significantly improve the energy efficiency of the dwelling. We have concerns that the proposed new garden room appears to be significantly bigger than the structure it is replacing. It appears that the garden room has a specification that would allow habitation, so we ask that conditions are applied that restrict its use as ancillary to the main dwelling

only. If this application is approved we would request that a detailed construction plan is agreed that minimises the disruption to local residents from construction traffic, access to the site, noise and debris on the highways.

- [Listed Building Consent: Demolition of existing shed and porch; construction of outbuilding; basement extension, single storey front extension and roof extension to create annexe; repairs to roof tiles, relocation of entrance doors; boundary treatments including timber fence and hedges, internal alterations and alterations to fenestration. with a new rooflight and windows.](#)

Wyatts Cottage Redhall Lane Chandlers Cross WD3 4LX Ref. No: 23/2096/LBC
SPC: We support the investment into this historical building to significantly improve the energy efficiency of the dwelling. We have concerns that the proposed new garden room appears to be significantly bigger than the structure it is replacing. It appears that the garden room has a specification that would allow habitation, so we ask that conditions are applied that restrict its use as ancillary to the main dwelling only. If this application is approved we would request that a detailed construction plan is agreed that minimises the disruption to local residents from construction traffic, access to the site, noise and debris on the highways.

23/299

PLANNING DECISIONS

- [Certificate of Lawfulness Proposed Development: Construction of front porch and rear conservatory, demolition of existing outbuilding and erection of detached outbuilding with enclosed swimming pool.](#)

The Spinney Dawes Lane Sarratt WD3 6BQ 23/1906/CLPD

SPC: This site is visible from public rights of way, so we ask that any visible impacts are carefully considered. We believe that a bat survey is required for this application to ensure any changes do not have any negative impacts in this designate Area of Outstanding Natural Beauty. We have concerns that the swimming pool extension may lead to significant reduction in energy efficacy of this building, but there is a lack of detailed information to assess this aspect.

TRDC: Approved

- [Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and construction of single storey side and rear extension with associated internal alterations and alterations to fenestration detail](#)

Willow Lodge Red Lion Lane Sarratt Rickmansworth Hertfordshire WD3 6BN Ref. No: 23/1947/CLPD

TRDC: Withdrawn

- [Prior Approval: Single storey rear extension \(depth 8 metres, maximum height 3.80 metres, maximum eaves height 2.60 metres\)](#)

Willow Lodge Red Lion Lane Sarratt Rickmansworth Hertfordshire WD3 6BN Ref. No: 23/1944/PDE

TRDC: Withdrawn

- Certificate of Lawfulness Proposed Development: New site access from Moor Lane**
 The Mulberry Bush Moor Lane Sarratt Hertfordshire Ref. No: 23/1869/CLPD
 SPC: Strongly object on the basis that this proposal will remove a significant section of ancient hedgerow. This site already has an access point to Moor Lane and there is no stated reason to create an additional access point
 TRDC: Withdrawn
- Part Retrospective: Demolition of existing dwelling and construction of replacement dwelling with associated landscaping**
 Paganella The Green Sarratt Rickmansworth Hertfordshire WD3 6BH Ref. No: 23/1800/RSP
 SPC: No objection on the basis this application is in essence the same as previously approved redevelopment which has minimal extension to the existing footprint. There is concern on the significant increase in floor space compared to the original building for a dwelling in a Green Belt area. We recognise that this application will tidy up the layout and look of the building that will bring it more in line with the general design code of buildings on the Green. We strongly encourage the applicant to maximise this opportunity to exceed building regulations in improving the energy efficiency of the dwelling.
 TRDC: Approved
- Installation of vehicular access.**
 Poachers Barn Penmans Green Sarratt Hertfordshire Ref. No: 23/1683/FUL
 SPC: We object to this application for the following reasons:
 1) SPC are the owners of the land in question and have not given permission for this access point
 2) There is an existing drive way access to this building from the public road
 3) The Barn is an ancillary building to Poachers Retreat and by creating this additional access point it increases the likelihood that this would create the Barn as a new separate dwelling in Green Belt
 TRDC: Withdrawn
- Construction of single storey rear and side extension to existing clubhouse.**
 King George V Playing Fields George V Way Sarratt Hertfordshire Ref. No: 23/1534/FUL
 SPC: As owners of the site we fully support this application. We believe it will provide much needed accessibility and other improvements for our community, as well as the design providing additional benefits such as increasing sound proofing to the rear of the building, providing a benefit for our neighbours.
 TRDC: Approved
- Construction of single-storey rear infill extension; extension to loft accommodation including rear gable extensions; flank rooflights; and alterations to fenestration**
 Ashlea Dunny Lane Belsize Kings Langley Hertfordshire WD4 9DE Ref. No: 23/1510/FUL
 SPC: We recognise that this infill extension has minimal effect on the neighbours and the look of the building. However there have been previous extensions to the original dwelling and we believe that this application would mean that the overall increase of size over the original, would be more than 40%, which would mean this application is

overdevelopment in Green Belt.

TRDC: Refused

- [Demolition of existing store; replacement of windows with doors to the side elevation with associated internal alterations.](#)

The Lodge Great Westwood Bucks Hill Kings Langley Hertfordshire WD4 9AD Ref. No: 23/1168/FUL

SPC: No objection

TRDC: Approved

- [Listed Building Consent: Demolition of existing store and replacement of windows with doors to the side elevation with associated internal alterations.](#)

The Lodge Great Westwood Old House Lane Kings Langley Hertfordshire WD4 9AD Ref. No: 23/1169/LBC

SPC: No objection. We encourage the applicant to use the opportunity of these changes to improve the energy efficiency of the building.

TRDC: Approved

23/300

APPEALS

1. [APP/P1940/W/22/3311477 / APP/P1940/W/22/3311479](#) - Burlington Property Group appeal by inquiry – awaiting decision
2. [APP/P1940/X/22/3302179](#) – Ramilies – in progress
3. [APP/P1940/W/23/3324209/ 23/0027/REF](#) - Cottage Farm, Redhall Lane - Demolition of existing buildings and construction of three, two storey detached dwellings with associated parking and landscaping. Comments due by 23 Jan 2024. It was agreed Cllr Farman would contact Scott Volker the Case Officer to see if they needed further comments from SPC over and above those submitted for the original planning application.

POLICY AND RESOURCES

23/301

TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Coakley provided an explanation from the Treasurer of Holy Cross on the increase in the Grant requested for the 24/25 financial year compared with previous years. This was in response to an action from SPC's December meeting. Cllr Coakley explained Holy Cross has to pay significant sums of money each year to St Alban's Diocese and their only income streams are from collections at the weekly services and events (weddings, christenings etc). Funds raised by the Friends of Holy Cross go towards the interior of the church, whilst SPC has traditionally supported the graveyard maintenance enjoyed not only by attendees to the church services but also those who traverse the graveyard as part of a walk around Sarratt. With the reduction in the help of volunteers to maintain the graveyard, the church has to employ a contractor to do all the graveyard work and this is what the church is requesting the grant for. There was an extensive discussion, with concerns expressed by Councillors that the increase in the grant to Holy Cross from £2,800 in 23/24 to £5,000 was significant and was also a substantial chunk of the overall grant pot. Eventually agreement was reached that SPC would support the 24/25 grant request

of £5,000, but Cllr Dobson would write to the Holy Cross Treasurer to advise this was not guaranteed for future years, and would be subject to the demands for grant funding from other applicants in the Parish. It was also agreed Cllr Dobson should recommend to the Treasurer that a meeting be held to evaluate the total running costs of the church and how these were funded to appreciate the position of the Diocese, Sarratt Parishioners, Friends of Holy Cross, SCCF and SPC, such that a more strategic and systematic approach could be adopted going forwards. SPC would like to stress their necessary requirement for transparency in these discussions, and have accepted the offer of Cllr Simon Diggins to lead these discussions, going forward.

23/302 BANK TRANSACTIONS SINCE THE DECEMBER MEETING

Cllr Lowry reviewed the bank transactions and payments since the last meeting of £3,291.21, noting expenditure was low in December, as is usual at this time of year, and requested approval of these by Council.

Proposed: Cllr Coakley; Seconded: Cllr Diggins

23/303 3RD QUARTER RESULTS AGAINST BUDGET

Cllr Lowry shared the budget monitoring report for the 3rd quarter and noted that based on current expenditure, SPC was likely to come in under budget at the year end on 31 March 2024 (ca. £101K vs a budget of £106K). It was noted that this surplus could be used for some of the on-going tree works, of which there are many.

Cllr Garvey also advised Council that the decision had been made to close down the Sarratt Youth Group. Numbers have dwindled to the extent the weekly meetings are no longer sustainable. SPC have thanked Sarah Hickles for her hard work and commitment over the last couple of years and former Cllr Peter Thorp who launched the group and ran it for its first 2 years. Cllr Dobson noted that hopefully the new playground will create new activities for teenagers, and so create a new opportunity for those that attended the Youth Group. It was also hoped that the Youth Group may be re-established at some point in the future.

23/304 SPC SCHEDULE OF POLICY REVIEW/ADOPTION

The policies presented for annual review at the January SPC meeting are listed below. Cllr Dobson advised there was little change to the policies and risk assessments from the versions reviewed and adopted in January 2023, with the exception of a paragraph that had been added on Statutory Sick Pay to the Sickness & Absence Policy. The Clerk also advised the policies were compliant with current legislation. It was agreed the Risk Assessment for the Parish Warden should have a condition added stating no 'working at height' should be carried out. Subject to this amendment it was agreed to adopt the following policies.

Proposed: Cllr Garvey; Seconded: Cllr Diggins

- Sickness and absence
- Risk Assessment for office lone workers (Parish Clerk) and outdoor workers (Parish Warden)

- Lone worker policy
- Equal opportunities
- Press and Media

Cllr Dobson would make the amendment recommended above and then send the updated policies with the new adoption date to the Councillors and to Mike Edmund to upload onto the SPC website.

ENVIRONMENT AND SUSTAINABILITY

23/305 TO RECEIVE THE LEAD COUNCILLORS REPORT

There was nothing significant to report on this month.

- It was noted **Greg Edmund, from the Sarratt History Society** had made a number of finds on the section of the Green between Middle Pond and Morten's Pond including old coins and a single cufflink. The survey conducted using a metal detector took place over 3 days immediately following the Boxing Day Car Rally, when the Green was potentially churned up anyway, though in fact this year it was not in too bad a state. Greg will give a presentation to Councillors at the February SPC meeting in February on his findings.
- Cllr Dobson advised the **Explorer Scouts** are targeting their Chief Scouts Platinum Awards this year and are looking for a community project to complete for one element of their badge. Cllr Dobson suggested they could install the way markers on the King Charles III Coronation Walk, once the posts for the way markers have been erected. This was supported by Council. Cllr Garvey is planning to walk the route and mark with spray paint, the location of the discs. Cllr Dobson also asked Council to let her know of any other community projects the Explorer Scouts could support.
- Permission was sought from Andrew Whitewood, to replace the rotten gate at the end of the beech wood on Dawes Common and the intersection with Mannings field with a kissing gate – this was agreed.

23/306 HIGHWAYS

There have been lots of flooding hot spots over the past, exceptionally wet, month - Grove Mill Lane, Old House Lane and Bottom Lane were discussed. Cllr Diggins will continue to pressure Herts Highways for action.

David Zerney, of the Chandlers Cross Residents Association, brought potholes to SPC's notice, at Quickmoor Lane and Old House Lane. It was agreed potholes are a huge issue throughout the Parish. Cllr Diggins said that Herts Highways are increasing their budget for pothole works and again he will continue to pressure Herts Highways for action.

23/307 DISTRICT COUNCILLORS UPDATE

District Cllr Reed's father discovered the missing 30 mph sign on Deadman's Ash Lane and in the past week this has been rectified by Herts Highways.

The Local Authority Housing Fund has purchased a property in Sarratt under the housing refuges scheme. However, as Cllr Reed advised, this is unlikely to be used for refugees as Sarratt isn't a suitable location for refugees, particularly if they have no car to access the amenities they need (e.g. shops, schools, religious centres). As such whilst this house has been purchased under the refugee scheme it is likely to be used for another category of person, in order to free up a house in a more suitable location for a refugee family.

The Ricky Festival has been cancelled for the foreseeable future due to asbestos under the topsoil at the Aquadrome which prevents any form of soil disruption such as the pegging of the marquees used at the festival.

23/308

KGV PLAYGROUND

Following approval of CIL funding from TRDC for the new playground, Peter Thorp who has taken over from Steve Bailey as the Project Manager, has met with the Caloo Operations Manager. It is expected the work will commence on the 25 January and last for 4-5 weeks, depending on the weather.

Cllr Dobson is working on the wording of a commemorative plaque, and it will be ordered when the individuals mentioned in the wording have agreed with the wording.

The planning application for the KGV Pavilion extensions and internal alterations has been approved by TRDC and a CIL application form has been forwarded to Tom Shurville for completion. Cllr Dobson will gatekeep this. It is understood funds have also been applied for from the Football Association, and hopefully, this will be successful. District Cllr Reed agreed he will lobby TRDC for support on SPCs behalf.

23/309

CORRESPONDENCE

Covered already under other agenda items.

23/310

COUNCILLORS QUESTIONS AND COMMENTS

- Cllr Lowry commented that the Boxing Day Rally was a great success, and he was delighted to hear that no remedial work was required to the Green afterwards.
- Cllr Lowry referred to the sad fatality of a dog walker on Sarratt Road. The footpath that exits onto the road is very dangerous and not signposted. It was recommended the stile be replaced by a kissing gate, with the agreement of the landowner and Herts ROWs officer, Clerk will look at warning signage on the footpath of a busy road ahead. It was also suggested Herts Highways be approached to erect 'Pedestrians Crossing' signs on the road.

23/311

DATE OF THE NEXT MEETING FEBRUARY 13TH 2024