

SARRATT PARISH COUNCIL

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MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL ON TUESDAY 13th FEBRUARY 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

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

23/317 APOLOGIES AND ANNOUNCEMENTS

Cllr Simon Diggins gave his apologies in advance for his absence.

23/318 DECLARATIONS OF INTEREST AND DISPENSATIONS

None

23/319 PUBLIC QUESTION TIME

Two members of the public advised they wish to speak on one of the Planning Applications. It was agreed they would speak under the relevant agenda item.

23/320 MINUTES OF THE PREVIOUS COUNCIL MEETING

The Minutes of the last full Council Meeting held on Tuesday 9 January 2024 were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Garvey; Seconded: Cllr Lowry

The Minutes of the extraordinary Council Meeting held on Monday 29 January 2024 were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Coakley; Seconded: Cllr Garvey

There were no matters arising from either meeting not already covered later on the Agenda.

23/321 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

Cllr Lowry (SPC representative on the Sarratt Village Hall Committee) attended their recent AGM, which included the re-election of Roger Dudley as Chair, and Colin Plummer as Treasurer.

Cllr Lowry advised that the Committee had prepared a new planning application for the remodelling of the Village Hall façade, foyer and toilets, with a slightly reduced footprint compared to the earlier application. This is taking some time due to a query by the Planning Officers over the original plans for the Hall from 1948. District Cllr Reed said he would request the decision be called into the Planning Committee if needed.

23/322

CLERK'S ACTIVITIES

January/February 2024	Action	Owner	Status
Sign of the Times – new fingerposts	Completion of the new fingerpost installation	Clerk/ AW	Awaiting the last finger to be delivered. The remainder of the invoice will be paid.
'Chevron' Lights on the Alms Houses Wall – similar to those on the fence at Coltspring Corner	Erecting a visible signal to alert drivers to the sharp bend, without more official road signage	Clerk	Agreed SPC will purchase the lights and the Days Charity will pay for the ongoing electricity costs.
Information Board for the Pump and the north end of the Green	Michael Edmund is supplying the designs	Clerk / Cllr Garvey / Mike Edmund	Continues with consultation on text with Brenda Harold and Dawn Pitts
'Men at Work' A frames	Signage to alert drivers to SPC work taking place along the roadside	Clerk	Received and used.
20 is Plenty signage to reduce speeding through the Parish	Bin stickers, bumper stickers and a banner for the outside Sarratt School received.	Clerk	Stickers available in the Village Shop and Parish Office. Banner to be erected with the School and the School given some of the stickers
Replacement bench at the bus stop in Belsize		Clerk	Awaiting plaque wording in memory of former Cllr Mike Musk
Memorial bench in KGV	Bench in the playground in a very poor state – to be replaced with a new bench in the new playground		Old bench to be replaced by SPC, awaiting inscription details from the family
Drainage issues, Church Lane	With TRDC drainage team	Clerk	Drains cleared
Sarratt Shop	Has reapplied to be an Asset of Community Value	Clerk	Approved by TRDC
Allotments		Clerk / Cllr Garvey	Vacant allotments advertised at the Shop. Allotment to be offered to Sarratt School
Tree works	Bisected tree in Penmans	Clerk / JRB	Made safe and cut down
Sycamore on the Green at Springfield	To ensure that there is not a disease of the root which could cause the collapse of the tree.	Clerk	Will ask the advice of Julie Rees, TRDC Tree Inspector
Dawes Woods Car Park		Clerk	Large potholes filled
Boundary fence allotment gardens and Chapmans' field	A search on the ownership of the boundary	clerk	Common usage has been that this boundary is SPCs. So SPC will maintain the hedge and trees on the boundary.

Litter Group	Will next meet 20 th February		Significant amounts of rubbish collected from Solesbridge Lane and Sarratt Road.
Bisected tree in Penmans		Clerk	Felled because dangerous

PLANNING

23/323 LEAD COUNCILLORS REPORT

Two members of the public spoke to express their concerns regarding the first planning application on the agenda - 24/0139/RSP: Land Known as The Puffing Field Adjoining Brackenhurst, The Common, Chipperfield. SPC then discussed its response to application as documented below.

23/324 PLANNING APPLICATIONS

- [**Retrospective: Use of land for model railway purposes and associated structures and facilities**](#)

Land Known As The Puffing Field Adjoining Brackenhurst The Common Chipperfield Hertfordshire Ref. No: 24/0139/RSP

SPC: We object on the basis that this is overdevelopment of a Green Belt site. The storage containers are not appropriate development for this setting and they are clearly visible from the public footpaths that run along the boundaries of this site. These developments bring a significant increase to the activity on this site throughout the year, in addition to the “track days” which results in significant regular noise disturbance and traffic which impacts the neighbouring properties and public leisure green space. We have seen evidence that trees and other biodiversity has been removed to enable these developments. Although the access rights are not part of this application there is some doubt on the permissions the land owner and site users have to use the private access route to this site.

- [**Demolition of existing sheds and erection of dual carport and garage building with EV charging point.**](#)

Winchwood Windmill Hill Chipperfield Kings Langley Hertfordshire WD4 9DA Ref. No: 24/0098/FUL

SPC: No objection. We note that this application represents an increase in built space, but the addition of facilities for greener transport and the statement that no trees will be removed or harmed by these works, are key considerations in the overall impact.

- [**Demolition of existing conservatory and construction of single storey side and rear extension; alterations to existing dormers including removal of front dormer and replacement with two dormers and front rooflight; removal of existing greenhouse and rear extension to existing outbuilding, extension of rear patio; alterations to front landscaping works including provision of stepped access, front driveway and parking.**](#)

Treelings Dunny Lane Belsize Kings Langley Hertfordshire WD4 9DQ Ref. No: 24/0084/FUL

SPC: No objection. We are concerned that this application would result in the reduction of 3 bedroom dwellings in the Parish, but also recognise the investment being put into improving this dwelling. We request that any potential light impact on the neighbour is properly investigated.

- [**Erection of pitched roof to existing garage with rear solar panels.**](#)

Orchard Yard The Orchard The Green Sarratt Rickmansworth Hertfordshire WD3 6AT Ref. No: 24/0092/FUL

SPC: No objection. We support the addition of solar panels. We note the incremental nature

of applications on this site and the fact that this garage has only recently been constructed. We request if the officers are minded to approve that conditions are applied to ensure this structure remains as a garage outbuilding use only and cannot become an additional habitable space.

- [Subdivision of site and construction of two storey detached dwelling with associated access, parking and landscaping works.](#)

The Woodyard The Green Sarratt Rickmansworth Hertfordshire WD3 6BH Ref. No: 24/0046/FUL

SPC: We strongly object to this application on the basis of overdevelopment on a Green Belt and Conservation site. This development would significantly impact the openness of the Green. We are concerned with the approach of developing a new building on an existing plot that already has a dwelling in a protected area. We also have concerns regarding the proposed parking provision for this application.

- [Demolition of existing garage and construction of a new detached garage with an attached store](#)

Hunterswood Lodge Penmans Green Sarratt Kings Langley Hertfordshire WD4 9AY Ref. No: 24/0021/FUL

SPC: No objection on the basis the appears to be a virtually like for like replacement.

- [Partial demolition of existing single storey rear extension and removal of rear bay window; construction of single storey rear extension and first floor front extension; loft conversion including increase in ridge height with front/side dormer windows and front rooflight; front porch extension including porch canopy, external materials including render; alterations to existing two storey side projection including increase in height, internal alterations and alterations to fenestration.](#)

29 Church Lane Sarratt Rickmansworth Hertfordshire WD3 6HN Ref. No: 24/0019/FUL

SPC: We object to this application on the basis that this is an overdevelopment of a dwelling in Green Belt area. The increase of 89% from the original size of the house would result in a building that is out of keeping with others in that area. The ridge height and roof room further exaggerate the size of the house when compared to neighbouring houses.

23/325 PLANNING DECISIONS

- [Construction of single storey extensions; internal alterations and alterations to fenestration alterations to 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.

TRDC: Approved

- [Installation of ground mounted solar panels and associated works and provision of low-level earth mound](#)

Little Westwood House Bucks Hill Kings Langley Hertfordshire WD4 9AR Ref. No: 23/1673/FUL

SPC: No objection on the basis that these panels will not be visible outside of the site, and we strongly support the increase in renewable energy sources.

TRDC: Approved

- [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.

- TRDC: No objection
- [Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and construction of single storey side and rear extensions 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.
TRDC: Approved
- [Certificate of Lawfulness Existing Use: Use of existing building as \(C3\) residential dwelling](#)
Ashwood Bucks Hill Kings Langley Hertfordshire WD4 9AP Ref. No: 23/2003/CLED
SPC: Noted
TRDC: Approved
- [Retrospective: Replacement outbuilding including fenestration details, timber cladding and clay roof tiles.](#)
Great Wheelers The Green Sarratt Rickmansworth Hertfordshire WD3 6BJ Ref. No: 23/1968/RSP
SPC: No objection as the changes to previously approved permission are minimal and appear to be in keeping with locally used materials.
TRDC: Approved
- [Permission in Principle Application: Construction of 4 no. dwellings with associated works.](#)
Grove Lodge Fir Tree Hill Chandlers Cross Rickmansworth Hertfordshire WD3 4LY Ref. No: 23/2002/PIP
SPC: We support use of this brownfield site for residential development, but any harm from additional dwellings in Green Belt should be offset by this site being used for smaller, affordable dwellings that meet local housing needs.
TRDC: Refused (“The application site is not located within a sustainable location; it lies within a settlement with no footway, no public transport links and no local amenities. It therefore has poor accessibility and connectivity options to other settlements therefore relying on the extensive use of private motor travel.”)
- [Listed Building Consent: Replacement of chimney stack, roof cover, roof tiles, rainwater goods; internal alterations including insulation and repairs to timber frames; alterations to fenestration and replacement of doors and windows.](#)
Great Bragmans Farm Bragmans Lane Sarratt Rickmansworth Hertfordshire WD3 4NY Ref. No: 23/1926/LBC
SPC: Noted. We support investment into maintaining locally historic buildings. We ask the application to take the opportunity of these changes to improve the energy efficiency of the building where possible.
TRDC: Approved
- [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 Rickmansworth Hertfordshire WD3 6BQ Ref. No: 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
- [Demolition of garage and construction of single storey side extension including roof extension.](#)
52 Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BG Ref. No: 23/1858/FUL
SPC: We have no objection to these changes on the basis of no increase in footprint and limited increase in floor space. We cannot ascertain from the information provided if there is

any negative impact on the neighbouring property. We do have concerns that this changes the property from a 3 to a 4 bedroomed dwelling, reducing the stock of smaller dwellings in Sarratt

TRDC: Approved

- [Listed Building Consent: Replacement of damaged bricks and gate repair](#)
York House School Sarratt Road Rickmansworth Hertfordshire WD3 4LW Ref. No: 23/1779/
LBC
SPC: Noted
TRDC: Approved
- [Listed Building Consent: Construction of single storey extension and removal of dormer window with associated internal alterations.](#)
Cottage Great Westwood Bucks Hill Kings Langley Hertfordshire WD4 9AD Ref. No: 23/1180/
LBC
SPC: No objection on the basis that this swelling does not appear to be as historically significant as other buildings on this site and it is a small extension that matches the existing building design and look. We do note that there have been a number of additions to dwellings on this site, raising some potential concerns that this could lead to overdevelopment when considered as a whole.
TRDC: Approved
- [Construction of single storey extension and removal of dormer window with associated internal alterations.](#)
Cottage Great Westwood Bucks Hill Kings Langley Hertfordshire WD4 9AD Ref. No: 23/1179/
FUL
SPC: No objection on the basis that it is a small extension that normally would be allowed under permitted development. We do note that there have been a number of additions to the dwellings on this site, raising some potential concerns that this could lead to overdevelopment when considered as a whole.
TRDC: Withdrawn

23/326 PLANNING APPEALS

1. [APP/P1940/W/22/3311477](#) / [APP/P1940/W/22/3311479](#) - Burlington Property Group appeal by inquiry – awaiting decision. This was expected at the end of January, so is assumed imminent.
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

23/327 PLANNING ENFORCEMENTS

The latest list of cases being assessed by the TRDC Enforcement Team is available on the SPC website.

Actions for SPC were noted against the following cases:

[21/0145/COMP – Land adjoining Blenheim Cottage, Bucks Hill, Sarratt - Unauthorised works: Removal of hedgerow / widening of access and unauthorised use of land for event/caravan site \(Matthew Roberts\)](#)

Following the end of the temporary event an enforcement notice was served in respect of the works to the access. The enforcement appeal has been dismissed (24 May 22) with the notice requirements upheld.

Officers are content with the works which have now been undertaken which in our opinion have restored the land back to its condition prior to the breach. Following receipt of legal costs, the trial was withdrawn. The case is due to be closed.

A permanent injunction also remains extant on the land.

- District Cllr Reed and David Zerney of the Chandlers Cross Residents Association are in discussion with TRDC.

22/0077/COMP: The Old Boot Public House - Unauthorised Works: Extension of car park into adjacent field / Erection of a marquee (David Heighton)

In respect of the marquee, the owner is currently considering their options after being advised it requires planning permission. We would have issues with a permanent marquee given the impact on the setting of the listed building. It is open to the owner to submit a planning application for its temporary erection, i.e. over the summer months to assist their business (we have issued something similar for The Gate pub in Chorleywood). Marquee was moved so officers considering whether further action is required.

- Cllr Farman to contact the Enforcement Team regarding the marquee.

23/0147/COMP – The Old Gate, Bucks Hill – Alterations of windows (Scott)

Window to be replaced.

- The Clerk to obtain further information from the neighbouring property who has raised concerns over this case.

POLICY AND RESOURCES

23/328 LEAD COUNCILLORS REPORT

Cllr Lowry noted that January had been a quiet month for payments. Total expenditure was £6,288.65, but this included a higher than usual salaries total of £3,120.36 due to Q3 PAYE and NI payments to HMRC. Receipts were boosted by the quarterly VAT refund. Net cash movements totalled £4,519.60. Actuals against Budget are on track, with spend at the end of January equating to 80% of the annual budget.

Cllr Lowry asked for approval of the bank transactions since the last Council meeting.

Proposed: Cllr Alder; Seconded: Cllr Garvey

Both Cllr Alder and Cllr Garvey then signed copies of the bank statements

Cllr Lowry advised he will be contacting Auditing Solutions to arrange the interim Internal Audit before the end of the financial year.

Cllrs Coakley and Garvey are to pick up their banking 'dongles' so they can approve bank payments in the absence of Cllrs Dobson and Lowry.

23/330 SPC SCHEDULE OF POLICY REVIEWS / ADOPTION

The following Policies were presented for review and adoption:

- GDPR Policy
- Subject Access Request
- General Privacy Notice
- Staff Privacy Notice
- Data Breach Policy
- Information and IT Security Policy
- Freedom of Information
- Document Retention Policy

It was recommended the review and adoption of the Document Retention Policy be deferred until the Document Retention Schedule had been updated. This action is with the Clerk and former Cllr John Rugg to complete following a review of the documentation held in the Parish Office.

It was agreed to adopt the other seven policies as a result of their review this month. Copies of these policies would now be uploaded to the SPC website.

Proposed: Cllr Garvey; Seconded: Cllr Alder

ENVIRONMENT AND SUSTAINABILITY

23/331 TO RECEIVE THE ENVIRONMENT REPORT

- At the end of January, nine volunteers from the Chiltern Society came, and waded into Morton's Pond, reducing the amount of reedmace that was threatening to dominate, and removing the ill-advisedly introduced, purple loosestrife. This was a major undertaking, and Cllr Garvey has written to thank them on our behalf.
- Pump/green board – meeting with Dawn Pitts, Brenda Harold and Mike Edmund to be arranged.
- Thanks to Andrew Whitewood who has replaced the pipe leading from the service road down to Morton's Pond, and this has immediately solved the problem of the enormous and perennial puddle in that spot. Cllr Garvey asked that rodding of this pipe be added to the regular list of maintenance jobs as a monthly task.
- Allotments – Andrew and Joe (Parish Warden) have worked hard to bring trees, hedges, and unruly vacant plots under control – a great job which, again, will require ongoing regular maintenance.
- The 10-year Woodland Management plan – sign off should hopefully be received soon from the Forestry Commission. Andrew Taylor (HCC CMS) is happy to help with implementation once approval has been granted.
- The King Charles III Coronation Walk – Cllr Garvey has mapped and walked the route which is now marked out with white ribbons. Two designs for the way-markers produced by Mike Edmund were reviewed and SPC agreed their preference was for the purple design, and that in addition directional way-markers should be produced on a purple background to sit under the commemorative way-markers. Cllr Garvey will progress this with Mike Edmund. Council thanked Mike for his work on this and agreed the design looked excellent. Andrew Whitewood has ordered the posts, and in April when the evenings are lighter the Explorer Scouts will attach the way-marker signs as part of their community project for their Chief Scouts Platinum Award. Cllr Garvey also confirmed a leaflet was being designed for the walk. Once the walk is fully 'open', it was agreed a Parish inaugural walk should be arranged by SPC.

23/332 TREE TRAINING COURSE

Cllr Garvey attended a Tree Safety Assessment course and commented that it was very useful. She thought SPC should have a Tree Policy to help with its approach to addressing tree issues.

HIGHWAYS

23/333 LEAD COUNCILLORS REPORT

- Traffic Regulation Order for 30 mph limit throughout the Parish - Cllr Diggins is liaising with our County Councillor, Phil Williams to progress this.
- Rosehall Farm Lane – Cllr Diggins has discussed the matter with the residents concerned.

23/334 POSTING GRASS VERGES

Alexandra Road parking on the grass verge – this is being progressed by both Cllr Diggins and the Clerk with HCC Highways and Thrive.

23/335 DISTRICT COUNCILLOR REPORT

District Cllr Reed informed the meeting that:

- 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.

- One of the garage plots in Alexandra Road is being assessed as a site for affordable housing.
- Grove Ward in Chorleywood and Sarratt has proved to be the ward in the District furthest from a polling station. TRDC are reviewing whether establishing a Polling Station in Chandlers Cross for the residents may be an option.
- District Cllr Reed has been confirmed as the Conservative candidate for Sarratt ahead of the local elections in May. SPC congratulated him.
- The Developers attempting to build 800 houses at Green Street, Chorleywood, have reapplied to build either 300 houses or 700 houses, plus a Primary School and golf course.

23/336 KGV PLAYGROUND

- The old playground has now been removed, with the exception of the new wooden climbing frame installed in 2020 which will remain in situ. Work is progressing well even though the weather has not been helpful, and completion is expected within the next 3 weeks. Apologies go to the Tennis Club whose members are not able to use the normal footpath to access the courts while the work is in progress.
- Planning permission for the KGV pavilion extension and refurbishment has been approved. An application for CIL funding from TRDC will probably be submitted when the next round of funding opens in July in order to allow cost estimates for the work to be obtained and additional funding options to be explored. The Deed of Variation to the S106 Agreement to allow special events to be held in the pavilion is expected to be returned to SPC soon.

23/338 CORRESPONDENCE

Metal Detecting on The Green - A preliminary report of the findings of Greg Edmund has been received by SPC, and Greg will join Council at their March meeting to deliver a short presentation.

23/338 COUNCILLORS QUESTIONS AND COMMENTS

Cllr Alder suggested that better communications with Parishioners could be facilitated by an email distribution list or text service for important updates. Parishioners could be canvassed as to whether they would like to receive notifications of news and alerts directly from SPC. Email addresses or mobile numbers could be given and held confidentially as per the Data Protection Act 2018. It was unanimously proposed to consider this matter further.

23/339 DATE OF NEXT MEETING

The next meeting of Sarratt Parish Council will be held at 7:30pm on Tuesday 12th March in the Rear Room of Sarratt Village Hall. Members of the public and press are welcome to attend.

Meeting finished at 21:35