

SARRATT PARISH COUNCIL

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DRAFT MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL – TUESDAY **12th DECEMBER 2023**

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
9 members of the public

23/265 APOLOGIES AND ANNOUNCEMENTS

Cllr Dobson noted former Councillor, and Chair, David Turner, was in hospital. A member of the public was able to advise he is still in hospital but recovering. It was agreed SPC would send a card.

23/266 DECLARATIONS OF INTEREST AND DISPENSATIONS

Lead Cllr Dobson, declared an interest in planning 23/179 FUL – 47 Church Lane, relating to her role as a Scout Leader.

23/267 PUBLIC QUESTION TIME

None

23/268 MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters of accuracy in the Minutes of the Parish Council Meeting on 14 November 2023. It was resolved that these were a true and accurate record of the meeting.

Proposed: Cllr Garvey; Seconded: Cllr Lowry

There were no matters arising from the Minutes.

23/269 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

None this month.

23/270 CLERK'S ACTIVITIES

CONTINUING....			
Sign of the Times	Erection of Finger Posts. Still not completed.	Clerk/ AW	Fingerposts erected – one finger (KGV field) is yellow and unsatisfactory – Clerk has returned it to the manufacturer in High Wycombe.
Chevron Lights on Alms Houses Wall	Erecting a visible signal without more official road signage.	Clerk	Cllr Coakley agreed this would be a good alternative to ugly road signage and will discuss it with the Days Charity Trustees. Cllr Dobson raised the question of who would pay for the lights and their installation and the on-going electricity cost.
Parking at Dell Cottages	Representation by Dell Cottage resident.	Clerk	Meeting with Ian Bratt TRDC Highways – see below.
Information boards at the Pump and pond and A frames	Michael Edmund is supplying the designs at cost.	Clerk / Mike Edmund	Continues with consultation on text with Brenda Harold and Dawn Pitts. SPC agreed there would be one board for both.
Christmas tree on the Green	Date of tree put-up 30 th November. Thank you to Martin Kempster for his continuing generosity in contributing a tree.	Clerk	Andrew Whitewood, Sarratt Warden and Steve Bass in attendance. School decorated thereafter.
NEW...			
Replacement bench at the bus stop Belsize	Suggested that a brass plaque should be added in memorial of former Cllr Mike Musk in thanks for his long service.	Clerk	Clerk to contact Rita Musk.
Shopper bus	Revived service by Communities 1 st .org	Clerk	The Clerk will print off flyers in the shop for access to this popular service. Also given to Carol Chorley who will distribute them.
Willow on the Green	Work quoted for by JRB, accepted by SPC.	Clerk	Completed work on the 6 December.
Traffic issues on the Green	Meeting with TRDC.	Clerk / Ian Bratt	Meeting with Ian Bratt TRDC Highways – see below.
Drains Church Lane	Drains blocked.	Clerk	All drains reported.

On Wednesday 6 December, the Clerk met with Ian Bratt from TRDC Highways Department. This was to ask him about various traffic issues within the village. Here are brief details of the information obtained.

- The walk commenced from the Parish Office, taking in the boundary of SPC land running from the Village Hall to the Cricketers Pub. The possibility of offset parking lines adjacent to the Green was

discussed. Mr Bratt agreed that this would be a sensible use of the space available and is entirely possible.

- We examined the issue of parking on the footway. SPC has no jurisdiction or ability to enforce a no parking policy – however, it can make a ‘footway parking ban’ request to TRDC. This prohibits parking on the pavements throughout the village. Thereafter parking on the footway is illegal and a police matter.
- Mr Bratt will enquire with Herts Highways as to whether there is any money in the ‘Highways Locality Budget’ for Sarratt. This might be used for posting the verges. Although, he agreed with the Clerk’s idea of planting ornamental trees as an alternative.
- He will advance the 30mph blanket speed limit within the village and the 20 is plenty, with Herts Highways.

Cllr Dobson made the following comments:

- Fine to explore the option of a ‘footway parking ban’, but this would need careful consideration by SPC on whether to implement it. The same applied to implementing off-set parking in front of the Village Hall / Dell Cottages.
- The ‘20 is Plenty’ signage is the responsibility of SPC to arrange, and the Clerk is tasked with obtaining quotations for suitable posters.

PLANNING

23/271 TO RECEIVE THE LEAD COUNCILLORS REPORT

Nothing to report, that wasn’t covered under the following agenda items.

23/272 PLANNING APPLICATIONS

- [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 bed roomed dwelling, reducing the stock of smaller dwellings in Sarratt.
- [Demolition of existing structures and construction of five detached dwellings with associated parking, bin and cycle storage, landscaping and access improvements.](#)
Land At Rear Of 47 Church Lane Sarratt Hertfordshire Ref. No: 23/1794/FUL
SPC: We support the use of this brownfield site as a location for new dwellings. We welcome the low height of the proposed dwellings and the predominantly single story design. We note that Sarratt housing needs shows there is not a requirement for additional 4 bedroom dwellings. 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.
- [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.
- [Certificate of Lawfulness Existing Use: Use of existing building as \(C3\) residential dwelling](#)
Ashwood Bucks Hill Kings Langley Hertfordshire WD4 9AP 23/2003/CLED
SPC: Noted
- [Certificate of Lawfulness Existing Use: Use of land for B8 Storage use](#)
Cottage Farm Redhall Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4LT 23/1899/CLED
SPC: Noted

- [Listed Building Consent: Replacement of chimney stack, roof cover, rooftiles, 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.
- [Certificate of Lawfulness Proposed Development: Construction of front porch and rear conservatory; 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.
- [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
- [Permission in Principle Application: Construction of 4 no. dwellings with associated works.](#)
Grove Lodge Fir Tree Hill Chandlers Cross Rickmansworth Hertfordshire WD3 4LY 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.

23/273 PLANNING DECISIONS

- [Demolition of existing garage and conservatory; Construction of single storey rear extension; loft conversion with roof alterations including increase in ridge height with side dormers with windows; external materials including cladding and render](#)
Briar Bank Dimmocks Lane Sarratt Rickmansworth Hertfordshire WD3 6AP Ref. No: 23/1682/FUL
SPC: We object to this application on the basis of the significant increase in volume of the building, changing it from a 2 bed bungalow into a 5 bed house. There is a shortage of small bungalows in the area and this application will increase this shortfall.
TRDC: Withdrawn
- [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 Rickmansworth Hertfordshire WD3 4NU Ref. No: 23/0827/CLED
SPC: Noted
TRDC: Approved
- [Internal alterations and alterations to fenestration; external materials including render, timber fascia and cladding; alterations to front driveway and including retaining walls and stepped access with associated landscaping works.](#)
Maybury Dunny Lane Belsize Kings Langley Hertfordshire WD4 9DQ Ref. No: 23/0652/FUL
SPC: No Objection. We encourage the applicant to use the opportunity of these changes to significantly improve the insulation and energy efficiency of the building, perhaps even the addition of solar panels.
TRDC: Approved

23/274 PLANING 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/D/23/3316019](#) - The Old Dairy, Micklefield Hall – APPEAL DISMISSED (inappropriate development in Green Belt)

The Burlington Appeal Inquiry is now complete. A decision from the Inspector is expected in the New Year. There are changes to the NPPF (National Planning Policy Framework) expected very soon from the Government. If this has an impact on the arguments used in the Appeal the Inspector may ask for updated arguments from both parties, which could delay the decision time frame.

Cllr Farman noted the TRDC draft new Local Plan is out for a further Reg 18 Consultation and includes a reduced number of houses required over the next 15 years compared with earlier versions.

23/275 NEIGHBOURHOOD PLAN

Former Councillor Ant Soothill spoke to the meeting following the recent death of John Carter, who was Chair of the NP Working Group. SPC expressed their gratitude to John Carter for his hard work on the NP. The latest plans and drawings, and an in-memoriam statement for John Carter would be uploaded to the SPC website by Mike Edmund.

In the light of this, and the fact work on the Plan was largely complete, Ant suggested now was an appropriate moment for SPC to take back ownership of the Plan. This was agreed and a sub-committee comprising of Ant, and Cllrs Farman and Alder, with assistance from Cllr Dobson, as required, would be formed. Cllrs Farman and Alder will work with Ant to finalise work required by the Examiner to get the NP to a referendum. Ant would remain as the main contact with TRDC for the time being. SPC thanked AS.

SPC formally resolved to form a sub-committee to complete the necessary work on the Neighbourhood Plan. This sub-committee will have the power to co-opt members as required.

Proposed: Cllr Diggins; Seconded Cllr Coakley

Lead Cllr Dobson will advise the Officer at TRDC and write to thank the members of NP Working Group.

POLICY AND RESOURCES

23/276 TO RECEIVE THE LEAD COUNCILLORS REPORT

23/277 BANK TRANSACTIONS FOR OCTOBER: £5,931.91

Cllr Lowry explained that at this time of year, it is common for the monthly expenditure to fall compared to the summer months due to reduced spend on the Environment, and this year follows that pattern. The total cost of salaries was £2,5783.72 and payments to suppliers totalled £5,931.91. This, minus receipts, which included the quarterly VAT refund and a refund of money mistakenly paid to the Sarratt Shop, totalled £3,443.40. Cllr Lowry asked approval for November's bank transactions from the Council.

Proposed Approval by: Cllr Garvey; Seconded: Cllr Farman

The accompanying bank statement reconciliation will be counter signed at the January meeting.

23/278 APPROVAL OF ANNUAL BUDGET 2024/25

Cllr Lowry noted that the Budget has been produced using Rialtus accounting software this time and not in a spreadsheet format as in the previous year. Rialtus apportions the expenses across the cost centres of the cash book and creates reports according to those cost centres. This is a better use of the Rialtus budgeting and reporting functionality and increases its use by the Council following an increase in the licence fee SPC pays annually for the software.

SPC's projected Precept (budget) for the 2024/25 financial year is £108,337, this equates to just under a 2% increase from the previous year's Precept of £106,213 and was approved by SPC in this December's meeting.

Cllr Lowry advised Council that this 2% increase is equivalent to an increase of £1.92 in the Council Tax for a property Band D ratepayer, moving the contribution towards SPCs services from £95.96 to £97.88 per annum for their consideration.

This was approved by Council and the Precept request will now be formally submitted to TRDC for their processing and subsequent distribution.

Proposed: Cllr Garvey; Seconded: Cllr Coakley

There followed a discussion on the Grants proposed by organisations within the Parish. Lead Cllr Dobson asked if SPC had received any further information on the large increase in the grant request submitted by Holy Cross Church – what it is used for, and why is it so high? Cllr Coakley advised Holy Cross now has a new Treasurer – Mrs Sarah Altman – and she will ask her to provide further clarity on the request.

23/279 SPC SCHEDULE OF POLICY REVIEW/ADOPTION

The following policies were circulated before the meeting for review.

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

Cllr Dobson advised the Co-option Policy referred to the Chairman (to be amended to Chair), and 'him/his' in relation to Councillors and should be amended to him/her and his/hers. The Grievance Procedure should note this was taken from the latest NALC guidance issued in 2019. Otherwise, there were no further comments from Council. It was proposed to adopt the above policies with effect from the date of the meeting. The updated versions could then be uploaded onto the SPC website.

Proposed: Cllr Lowry; Seconded Cllr Farman

ENVIRONMENT and SUSTAINABILITY

23/280 TO RECEIVE THE LEAD COUNCILLORS REPORT - ENVIRONMENT

Cllr Garvey confirmed she is now managing the dual portfolio of Environment and Sustainability.

The Woodland Management Plan is being progressed by the efforts of the Andrew Taylor and Orri Stevens of the Forestry Commission. Cllr Garvey commented that the membership of the Chiltern Society has been very worthwhile. She has attended meetings and events which have proved very informative.

23/281 5 YEAR LAND MANAGEMENT PLAN

The was circulated prior to the meeting for Council to review. SPC congratulated Cllr Garvey and the LM Plan sub-committee for producing an excellent plan, and for saving the Council around £3,000, by not having to use an external provider. Cllr Dobson will contact former Cllr John Rugg and Steven Morrill thanking them for their contribution. It was proposed and resolved to adopt the Plan.

Proposed: Cllr Lowry; Seconded: Cllr Diggins

23/282 SUSTAINABILITY REPORT

Cllr Garvey advised she had been approached by 2 residents from Flaunden enquiring about an allotment – there are currently 5 vacant plots. Whilst the allotments have reached the limit proposed in the SPC Allotment Policy on non-Parish resident tenants, it was noted that vacant allotments cost SPC money to maintain when unoccupied and there are no allotments in nearby Flaunden. It was agreed to let an allotment to the residents from Flaunden on the basis it was better if they were let and there was still 4 plots available for any Parish residents that may come forward in the future.

Cllr Garvey also asked if she could purchase a tree lopper (cost ca. £100). This was agreed by Council.

HIGHWAYS

23/283 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Diggins noted there has been major flooding in the area to be reported. Flooding is breaking down the banks of the roads in several locations because the works are not being carried out quickly enough. The Veolia site at Chandler's Cross has been badly landscaped resulting in insufficient drainage and a perennial flooding problem. Cllr Diggins encourages all residents to report the flooding issues. The Clerk has reported the drain blockages in Church Lane - TRDC should be asked to clear the gullies so that the water can flow freely into the drains.

The service road alongside Morton's Pond at the north end of the Green in the dip next to the footpath is constantly a muddy puddle because of the small bore of the drainage pipe leading from the road into the pond, together with the willow roots that are blocking the pipe. It was agreed a ditch should be created to enable the water to drain into the pond, in the same way as the ditch on the other side of the pond takes rainwater off the main road. A sign should also be erected to alert walkers and horse riders to its presence.

Further perennial issues with drainage at Bottom Lane and Dawes Lane – Cllr Diggins says he will mount a concerted effort to advance works in these areas.

23/284 PARKING ON THE GREEN

Refer to the Clerks Activities report.

23/285 SPEED RESTRICTIONS PROPOSALS

Cllr Diggins has spoken to the BRAKE organisation for advice on the matter and awaits a response.

23/286 PARKING MATTERS AT DELL COTTAGES

Refer to the Clerks Activities report.

23/287 TO RECEIVE DISTRICT COUNCILLOR REED'S REPORT

No District Councillors were present at the meeting.

23/288 KGV PLAYGROUND AND DEED OF VARIATION UPDATE

Cllr Dobson advised the Decision Notice from TRDC, confirming the allocation of CIL funds of £184,000 for the playground, had been received, enabling the order to be formally placed with Caloo. The full cost of £194,000 will be met by £10,000 from SPC's own CIL funds. A legal Agreement will need to be signed between SPC and TRDC underpinning the grant. The first site meeting with Caloo's Operations Manager is scheduled for next week and will include Peter Thorp who has taken over from Steve Bailey as the Project Manager. Thanks were extended to Steve, who is moving out of the area, for getting the project to this stage. Works will likely commence in the last week of January 2024.

Thanks were also extended to SCCF for its generous contribution of £5,000, which will be used for benches, planting and bins.

Deed of Variation: A final version of the Agreement, incorporating amendments requested by SPC has been received from TRDC. Although not perfect it will enable the KGV Committee to go ahead with the 8 Special Events per annum authorised by the Agreement and should not be a hurdle in TRDC's consideration of the planning application currently with TRDC to extend and remodel the pavilion. Cllr Dobson was also able to advise the KGV Committee had voted to abide by the obligations to SPC placed on them by the Agreement.

23/289 CORRESPONDENCE

There was none this month.

23/290 COUNCILLORS QUESTIONS AND COMMENTS

Former Cllr John Rugg sent this useful information on Solar Panels:

There are four Permitted Development Rights for the installation of solar equipment on and within the curtilage of domestic and non-domestic buildings, these sit within Part 14 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Classes A and B focus on domestic solar equipment whilst Classes J and K focus on non-domestic solar equipment. All four of these classes will be amended from the end of December to allow for the following without full planning permission:

Domestic:

- Installation of solar equipment on a flat roof.
- Stand-alone solar equipment in a Conservation Area where the equipment is closer to a highway than the part of the premises nearest the highway (restricted at a height of 2m and requires prior approval).

The permitted development rights for solar have also been amended to enable the opportunity for residents living within Article 2(3) land to apply for solar equipment installation via the prior approval process. These areas include National Parks, National Landscapes (previously known as Areas of Outstanding National Beauty), Conservation Areas and World Heritage Sites.

23/291 THE DATE OF THE NEXT MEETING is Tuesday 9 January 2024.

The meeting concluded at 21:40