

SARRATT PARISH COUNCIL

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DRAFT MINUTES OF THE SARRATT PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL – TUESDAY **14th NOVEMBER 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

In attendance: 11 members of the public
District Cllr Ciaran Reed

23/236 APOLOGIES AND ANNOUNCEMENTS

Apologies for the absence of Cllr Diggins which was communicated to SPC in advance of the meeting.

23/237 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Lowry declared an interest in the Grant application made on behalf of the Days Alms House Charity, as he is undertaking voluntary work for the organisation.

23/238 PUBLIC QUESTION TIME

Members of the Public attended in order to hear the Burlington Appeal update, so this was dealt with at the start of the meeting in the public interest. Cllr Farman recapped that the outline planning applications for the development of two sites in Sarratt that were submitted by Burlington Property Group were both refused by TRDC and Burlington appealed. The Appeal is taking the form of an Inquiry, so much like a court case. The Appeal is heard by a Planning Inspector and commenced in September after a delay of several months. At the end of the Appeal the Inspector can decide to approve one or other of the sites (despite them being linked by a legal agreement), can allow both or refuse both. The Appeal process has been very thorough, with evidence provided by both Burlington and TRDC and has now been running for 8 days. It has considered matters such as the integrity of the Green Belt, Sustainability, Environment, Special Circumstances for development on Green Belt, the Health Centre (need for; excessive size; use by outlying settlements). SPC, residents and District Cllr Reed made submissions at the outset of the process. It is difficult to say how the process is going, but key arguments referencing the openness of the Green Belt, Edge of Settlement concerns, and transport (accessibility; increased traffic; narrow lanes; lack of footpaths; no accessibility from Church Lane through John Adams path) have been put forward. As the original Site Visit on 2 November was cut short due to the weather, there will be another site visit on Friday 17 November commencing from the Surgery building in Church

Lane at 10:30 am for 2-3 hours approximately. The Inspector will walk and drive routes along Church Lane and Sarratt Road, walk the adjacent footpaths as well as visiting the fields that make up the two sites. Whilst members of the public can attend the site visit it's important not to harass the Inspector. There will be a further two days of the Inquiry in the TRDC offices on the 20 & 21 November followed by a summing-up held on TEAMS. There will be a delay of at least two months before the decision is published.

Thanks were extended to Cllrs Dobson, Farman, District Cllr Reed and to John Lyons for, between them, attending all the hearing days.

The parking issue at Dell Cottages (23/259) was brought forward from later in the meeting as a resident was present to speak on the subject. As the Village Hall is such a popular venue, as is the Cricketer's Pub, there are often occasions when the residents of Dell Cottages find it impossible to find parking spaces close to their homes. There are not enough parking bays allocated to the cottages. A designated disabled parking space is required for the resident of No 4 Dell Cottages, as her mobility is compromised. There are two designated parking bays and two residents park under the Parish Notice Board outside the Village Hall. The resident from No 3 Dell Cottages asked if there is anything that can be done about the parking shortage. SPC commented that with the goodwill and cooperation of all the parties, including the Village Hall and residents, a solution may be found. If it was possible to organise some dedicated parking spots for the residents it would have to be limited to one space per cottage.

The two large Ash trees on the site straddle the boundary between private and SPC land. It was agreed that any costs incurred in obtaining a crown reduction to the trees, will be divided between the cottage owners and SPC.

23/239 MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

Cllr Lowry asked for his name to be replaced with Cllr Garvey's under agenda item 23/248. Otherwise, the Minutes of the meeting held on 10 October were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Garvey; Seconded Cllr Alder
There were no matters arising.

23/240 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

None this month.

23/241 CLERK'S ACTIVITIES

Sign of the Times	Erection of Finger Posts. Still not completed.	Clerk/ AW	Interim payment made. AW, Parish Warden and former Cllr Mortimer will undertake this work.
Tidying overgrown signage	I await TPO permission but some remedial work can be done.	Clerk	This work is underway – Parish Warden
TPO's willow	Remedial crown reduction	Clerk	JRB will commence this work in the first weeks of November and visit some dead trees at Toledo, The Green, to assess if they are trees dangerous to the public

Fallen trees at Commonwood and Assessment of Ash Die Back trees	Four trees for immediate work in Commonwood	Clerk	JRB and Cllr Garvey are undertaking a survey of the trees with ADB
Parking at Dell Cottages	Letter written – awaiting input from Cllr Diggins	Clerk	See 23/238
KGV dog fouling signage	Tom Shurville's free signs		Cllr Garvey will collect these and Andrew Whitewood will install them.
ROW officer HHC	Meeting with Julian Thornton on 2 nd November	Clerk AW	Fruitful meeting with many good outcomes
Information boards at the Pump and pond and A frames	Michael Edmund is supplying the designs at cost	Clerk M. Edmund	Work is well underway and designs are being considered
Christmas tree on the Green	Date of tree put-up: 30 November	Clerk	Andrew Whitewood, Sarratt Warden and Steve Bass (and possibly NM). School on standby to decorate thereafter.
Framptons Commonwood	Tree from the wood fell onto their perimeter fence	Clerk	Work completed
Mr Dix	Requests a demonstration of the defibrillator for the residents at that end of the Green	Clerk	Ask former Cllr Peter Thorp to assist organising this.

PLANNING

23/242 TO RECEIVE THE LEAD COUNCILLORS REPORT / BURLINGTON APPEAL

See PUBLIC QUESTION TIME 23/238

23/243 PLANNING APPEALS

- **APP/P1940/W/22/3311477 / APP/P1940/W/22/3311479** - Burlington Property Group Appeal by Inquiry – in progress
- **APP/P1940/X/22/3302179** – Ramilies – in progress
- **APP/P1940/D/23/3316019** - The Old Dairy, Micklefield Hall – in progress
- **APP/P1940/D/23/3314390** - 3 The Briars (side extension) - The development proposed a first floor side extension, ground floor single storey rear/side extension, internal alterations to the main house and replacement of the garage with one to match on an extended footprint – Appeal dismissed – inappropriate development in Green Belt

23/244 PLANNING APPLICATIONS

- [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.

- [Certificate of Lawfulness Existing Use: Use of Laurel Cottage and associated land as an independent dwellinghouse \(Class C3\).](#)
 Laurel Cottage Finches Avenue Redheath Rickmansworth Hertfordshire WD3 4LN. Ref. No: 23/1868/CLED
SPC: Noted
- [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.
- [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.
- [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 existing driveway 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
- [Construction of single storey rear infill extension; loft extension including increase in ridge height to create first floor with side rooflights; 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.
- [Outline application: Replacement of crew quarters, refurbishment and replacement of other facilities together with energy generation facilities including installation of solar panels \(all matters reserved\).](#)
 Lees Wood Scout And Guide Activity Centre Fir Tree Hill Chandlers Cross Rickmansworth WD3 4LY Hertfordshire Ref. No: 23/1696/OUT
SPC: No objection. We support the site in their aim to improve existing facilities and reduce the impact of the site on the environment.
- [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.

- [Installation of ground mounted solar panels on land within the boundary of Little Westwood House](#)

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.

23/245 PLANNING DECISIONS

Recent TRDC decisions:

- [Certificate of Lawfulness Proposed Development: Replacement of the existing play equipment with new play equipment, fencing and surfacing](#)

King George V Playing Fields George V Way Sarratt Hertfordshire Ref. No: 23/1512/CLPD
TRDC: Approved

- [Demolition of existing conservatory and construction of part single part two-storey front, side and rear extensions; loft extension with roof alterations including increase in ridge height with front and rear dormer windows, front and rear juliet balconies, side rooflights; provision of front bay windows; internal alterations, alterations and additions to fenestration and alterations to external materials including addition of render](#)

Willow Lodge Red Lion Lane Sarratt Rickmansworth Hertfordshire WD3 6BN Ref. No: 23/1447/FUL
SPC: We have no strong objection to this application. We are concerned about the expansion of a dwelling in a Green Belt and conservation area, but we recognise that the redevelopment would mostly use the existing footprint, and produce a more coherent, visible building design compared to the current dwelling We encourage the application to use this opportunity to significantly improve the energy sources and efficiency to reduce its carbon footprint.
TRDC: Refused

- [Demolition of existing conservatory, single storey rear extension and existing rear chimney and construction of single storey rear extension; internal alterations and alterations to fenestration.](#)

Great Sarratt Hall Cottage The Green Sarratt Rickmansworth Hertfordshire WD3 4PD Ref. No: 23/1561/FUL
SPC: No objection. We encourage the applicant to use the opportunity of these works to significantly improve the energy efficiency of the dwelling.
TRDC: Approved

- [Demolition of existing outbuilding with garage and construction of replacement outbuilding with garage.](#)

Whealers Cottage The Green Sarratt Rickmansworth Hertfordshire WD3 6BJ Ref. No: 23/1517/FUL
SPC: No objection. We encourage the applicant to exceed the building regulations energy efficiency requirements for this development.
TRDC: Approved

- [Listed Building Consent: Reinstatement of boundary wall and timber gate](#)

1 Church End Cottages Church Lane Sarratt Rickmansworth Hertfordshire WD3 6HE Ref. No: 23/1507/LBC
SPC: We strongly support this application and request that the LPA make it easy for any potential future additional protection elements to be added to this site, to help prevent car accidents causing harm to these listed buildings.

TRDC: Approved

- [Certificate of Lawfulness Existing Development/Use: Erection of an ancillary garage outbuilding](#)
The Orchard The Green Sarratt Rickmansworth Hertfordshire WD3 6AT Ref. No: 23/1451/CLED
SPC: Noted
TRDC: Approved
- [Retrospective: Installation of a model railway track, a bridge and two shipping containers](#)
Land Known As The Puffing Field Adjoining Brackenhurst The Common Chipperfield Hertfordshire
Ref. No: 23/0917/RSP
SPC: Detailed comments submitted objecting
TRDC: Withdrawn

23/246 PLANNING ENFORCEMENTS

A full list of the current TRDC Enforcement Cases can be found on the SPC website.

POLICY AND RESOURCES

23/247 TO RECEIVE THE LEAD COUNCILLORS REPORT – BUDGET

- Cllr Lowry, Policy and Resources Lead, walked Council through the Bank of England's Monetary Committee's latest inflation forecast for the next five years. This showed the current rate of inflation falling from this year's level quite quickly to a broad level of around 2.5% for the next several years approaching the BoE's target level of 2%.
- Based on the Bank's forecast, the Council's five year strategic plan (as required under its Financial Regulations) and the annual budget for next year, has incorporated these projections as a guideline for the coming 5 years increase in costs and receipts.
- In order to compile these figures, Andrew Whitewood (main contractor for SPC) projected his potential charges over the next five years, taking into account increases in his costs such as insurance and fuel. Council thanked him for this work.
- The Clerk has been awarded a pay increase (wef April 2023) under the NALC pay awards for this financial year FY23/24 which is to be backdated from April this year and reflected also in next year's annual budget.
- The Tree Risk Assessment first compiled in 2020, must be revised to provide an indication of the increase in costs within the tree budget, especially for remedial works on ash die back in Commonwood and Penmans Green.
- Increased Grant applications from local charities have also been factored into the calculation of the annual budget. Council requested, where there have been substantial increased requests from previous years, that the local organisations provide additional supporting information in order for Council to make a fair and informed decision.
- Receipts – the current precept is £106,213. Based on the five year strategic plan as discussed by Council, it was proposed that if the Council were to keep in line with the expected increase in the inflation rate of 2.5% for the precept each year, it would make a small positive gain each year and not be drawing upon reserves (only when necessary and owing to unexpected events/costs). Therefore, the Council would plan to be arriving at a neutral position with regards it annual precept, neither making sizable gains or losses going forward.
- The expected additional tree work expected next year is to be estimated and included in a revised annual budget for next year.
- Final budget figures will be signed off by Council in the December meeting and forwarded expediently to Three Rivers District Council

Council thanked Cllr Lowry for his hard work on the budget.

Santander Bank have finally made contact with Cllr Lowry allowing view only access to SPCs investment account. However, they have taken Cllr Lowry's home address and personal details as opposed to those of SPC, so work is still to be done to regularise the situation with Santander.

23/248 BANK TRANSACTIONS FOR OCTOBER: £4,868.71

Expenditure in October was lower than earlier months - as a general rule maintenance work is reduced during the Autumn months. The retrospective approval of supplier and bank account positions was requested of Council.

Proposed: Cllr Farman; Seconded: Cllr Alder

Both Councillors counter signed the bank reconciliation from Rialtas to evidence Council's review of the bank accounts and approval of payments following guidance from SPC's internal auditors.

23/249 GRANT REQUESTS FY 24/25 (UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 SECTION 137)

Grant Applications have been received from 8 parish organisations, several of which have requested an increase compared to the current year's request. Whilst SPC accepts increased amounts may be requested to allow for inflationary pressures or specific in-year projects, there were two applications that had requested a significant increase. As such SPC would like to understand in more detail why these large increases have been requested by the Days Charity and the Church of the Holy Cross. As a member of the Days Committee and the PCC, Cllr Coakley agreed to ask both organisations for details on the increases requested.

ENVIRONMENT

23/250 TO RECEIVE THE LEAD COUNCILLORS REPORT

- **Update on the 10-year Woodland Management Plan** – following a site visit, this has been updated by Cllr Garvey with the help of the Forestry Commission and the HCC Countryside Management Team, who have now submitted the final version of the plan to the FC. Once approved SPC can claim the £1,500 for completion of the plan via the Rural Payments Agency. SPC can then apply for grants under the ELMS higher tier stewardship scheme, with a grant of £100/Ha/year (we have 15 hectares) being the most likely one that we would get. Grant applications are submitted in Spring 2024 for consideration in that year and the agreement would start in January 2025 (assuming successful).
- **Tree Assessment Course** – this has been undertaken by Cllr Garvey to certify her to assess the state of trees. SPC thanked Cllr Garvey for completing this as it will save SPC money having employ a professional arborist to undertake tree surveys. Cllr Garvey noted Ash Die Back is widespread, especially in Commonwood, but we are lucky that most of our woodlands are dominated by oak and cherry, with a hazel, holly, hawthorn and elder understory, and sycamores which may well take the place of the ash trees. It is now too late to do any more identification, as the leaves are falling from all the ash trees, whether healthy or infected. More will become clear next Spring, and especially late summer when the next round of infection will have happened. Cllr Garvey is satisfied that there are few if any ash trees in danger of falling on footpaths/roads this winter, but there will be many that need felling next winter and the two after, and this will be fearfully expensive. There seems not to be any specific grants to help with the cost of this, so Cllr Garvey recommended SPC allocates a larger chunk of funding than normal to the environment budget for the next 3 years. It may be possible to offset some costs by selling timber.
- **Ponds** - Cllr Garvey has also completed a Pond Management Course and with the help of the Chiltern Society, is getting to grips with the health of village ponds. The Chiltern Society are a source of good contacts and are attempting to reinvigorate 230 ponds in the area. We were due to have a visit from a team of volunteers and the ranger from the Chiltern Society on 14 November to work on Morton's Pond but this was cancelled at Brenda Harold's recommendation, due to there being

too much water in the pond, making work counterproductive. It will hopefully be rescheduled to next summer.

- **Coronation Walk** – Cllr Garvey asked what the next steps were. It was agreed we could move towards installing way markers and signage along the route and draft a leaflet including a map and information on points of interest. Mike Edmund offered to design the leaflet which SPC thanked him for.
- **Wildlife Volunteers** - Cllr Garvey thanked the Wildlife Volunteers for all their hard work and support.

23/251 PRESENTATION ABOUT ENVIRONMENTAL SIGNAGE FROM MR MIKE EDMUND

Mike Edmund shared a presentation on the design work he had been asked to do on three separate items of signage for the Parish.

- **Pump and Flora & Fauna Information Board for the Green.**
Mike presented three design considerations with a common draft text content, incorporating a QR code link to the SPC website as a means of extending public engagement. Mike explained that once the code is created to direct users to a specific website, this cannot be changed, although of course the content on the page of the website it links to can be amended. Opinion was split across the Council between the coloured and white background design proposals, but all liked the bullrush watermark. There was discussion about the amount of text to be included on the boards - length and readability. It was agreed to start with the text provided by Dawn Pitts for the Pump and Brenda Harrold for the fauna & flora and then make an assessment at that point. Mike also presented two different designs for the information board lecterns. The option involving a lockable transparent box seemed to be preferred because of potential for updates. A2 seemed the preferred size.
- **Cricketers Pond Lectern**
Mike shared pictures of the deteriorating state of existing lectern and made three suggestions in increasing cost order: Renovate, Reprint, or Replace. It was recommended the renovate option was tried first.
- **“Men At Work” A frames to be used on roads / footpaths where SPC contractors or the Village Warden are undertaking maintenance work.**
Mike stated the design should deliver two objectives: protecting the workforce and promoting SPC within the community. He presented four options all incorporating the standard highways roadworks logo, the Sarratt wheat sheaf and the words Sarratt Parish Council and the slogan “working for you”. Cllr Dobson polled the Councillors and two designs were selected which Mike will progress further. Mike also floated the idea of SPC creating its own logo, but there was unanimous agreement to continue using the Parish wheat sheaf as it does today.

SPC thanked Mr Edmund for his hard work in contributing his designs and ideas for this project.

23/252 5-YEAR LAND MANAGEMENT PLAN

The final draft of the plan had been circulated by Cllr Garvey to Council before the meeting, but many had not had chance to read it. Cllr Dobson therefore asked Council if they could do so before the December meeting, when if in agreement, Council could resolve to adopt the plan as its implementation would require SPC expenditure. Cllr Dobson noted that SPC's earlier assumption that the water in the Cricketers pond was likely to be in poor health due to road run off, was not discovered to be the case in the recent Pond Survey and the 5-year Land Management Plan should be updated to reflect this. It was also noted the 'blanks' for the typical size of an allotment plot and the total of the entire allotment site needs to be added. Cllr Dobson also had a few other

minor comments on the plan and agreed to go through these with Cllr Garvey post the meeting, such that an updated final draft could be circulated to Council before the December meeting.

HIGHWAYS

23/256 TO RECEIVE THE LEAD COUNCILLORS REPORT

As Cllr Diggins was absent, Cllr Dobson referred to the report Cllr Diggins had circulated prior to the meeting.

23/257 PARKING ON THE GREEN

Deferred to the December meeting.

23/258 SPEED RESTRICTIONS PROPOSALS

Cllr Diggins report advised progress to implement a blanket 30mph speed limit throughout the Parish is in progress and he will update Council at their meeting in December.

23/259 PARKING MATTERS AT DELL COTTAGES

See 23/238

DISTRICT COUNCILLORS UPDATE

23/260 TO RECEIVE DISTRICT COUNCILLOR REED'S REPORT

- District Cllr Reed's father has uncovered the 'missing' 30 mph sign in the hedgerow in Deadmans Ash Lane
- Assets of Community Value – The Plough Pub in Belsize has applied for this status in relation to the sale of the pub. It is understood this was submitted by Belsize residents. It is likely to be approved. Although it is a weak tool, it will strengthen the rights of the community in the uses the property can be amended to following the sale.
- TRDC draft new Local Plan – There is an opportunity to register objections to sites (such as the car park at Chorleywood railway station) being considered for development during the Regulation 18 Consultation until 10 December. Residents may also wish to comment on their support to TRDC's decision to withdraw sites in Sarratt from being included in the plan.
- SPC should also register to comment on the Dacorum draft new Local Plan Reg 18 consultation, so we can comment on any sites close to the Sarratt Parish boundary e.g. Chipperfield and Flaunden.
- The TRDC audit from 2019/20 is still in progress. There has been a catastrophic loss of paperwork (for the £150 million development of South Oxhey) and the audited accounts of the Council may have to adopt a 'limitation of scope' to be passed.

23/261 KGV PLAYGROUND AND DEED OF VARIATION UPDATE

- Cllr Dobson advised the SPC application to TRDC for a Certificate of Lawful Permitted Development for the new playground at KGV has been approved and the final quotation for the work has been submitted to TRDC, with a request for confirmation the funding approved by the TRDC Planning & Resources Committee in July is still secure. Once this confirmation is received the order will be placed with Caloo. Installation is likely to start towards the end of January and complete early March.
- The latest Deed of Variation relating to the uses of the pavilion, although not perfect, has gone back to TRDC with SPC's comments and is awaiting a response from TRDC. It is hoped a final version agreed by both TRDC and SPC will be available to present to the KGV Management Committee at their meeting on 4 December.

23/262 SARRATT REMEMBRANCE SERVICES

The Remembrance Service at the flagpole on the Green was very well attended, presumably because this year it fell on a Saturday. The service was conducted by the new Vicar, Sarah Collins. SPC laid a wreath, together with the RBL, TRDC and the Scout Group.

23/263 CORRESPONDENCE

There was none this month.

23/264 COUNCILLORS QUESTIONS AND COMMENTS

There were none.

The meeting concluded at 22:23