

SARRATT PARISH COUNCIL  
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**Minutes of the Sarratt Parish Council meeting held in  
Sarratt Village Hall on Wednesday 18<sup>th</sup> August 2021**

Present: Councillor John Rugg  
Councillor Peter Thorp  
Councillor John Gell  
Councillor Nick Mortimer  
Councillor Lee Farman  
Councillor Flo Garvey  
Councillor Michael Lowry

In attendance: District Councillor Ciaran Reed  
12 members of the public

Start time 7.33pm

**190.APOLOGIES AND ANNOUNCEMENTS.**

Apologies from Councillor Dobson and Councillor Diggins and Clerk

**191.DECLARATIONS OF INTEREST**

Councillor Rugg and Councillor Thorp declared an interest in planning application 21/14988/PDA Land at rear of 47 Church Lane.

Councillor Lowry declared an interest in an earlier planning application to 21/1622/FUL change of use to ancillary use of KGV Pavilion.

**192. MINUTES AND MATTERS ARISING**

To confirm and sign the Minutes of the Council Meetings held on 14<sup>th</sup> July 2021.

- Proposed: Cllr Thorp; Seconded: Cllr Mortimer

**193. TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

Cllr Gell sent in a report on the recent Village Hall Management Committee Meeting.

### **Village Hall Management Committee meeting.**

The meeting was convened on 4<sup>th</sup> August 2021 with an agenda item to determine the number of people who could attend events held in the Village Hall given existing coronavirus restrictions.

It was concluded that the main hall capacity would be set at a maximum of 100 people who could attend a controlled event within the Village Hall such as an audience, wedding or other social gathering. Use of the rear of the Village Hall would be restricted to a maximum of 15 persons for a controlled event and 7 to 8 for an uncontrolled event.

Following the original building plans, review work to tidy up the front of the Village Hall was conducted and funds raised to do this. A new architect has been appointed to review planning options, including the feasibility of adding additional storage space to facilitate activities held within the main hall.

Discussions also included moving the large green bin from its existing left hand side position to behind the Village Hall notice board at the front of the building. The addition of a concrete path to enable the movement of this green bin is also to be included as part of the architect's brief.

Payment of £200 for the showing of commercial films within the Village Hall has been agreed to be included to the relevant licencing authority.

Notices for visitors to enquire on Village Hall bookings at the rear of the Village Hall are to be clarified as booking in the main office as currently maybe a little misleading.

**194.**

#### **CLERK/RFO REPORT**

- Cllr Lowry deputising for the Parish Clerk/RFO provided a brief update to the council on emails to all allotment holders following the biannual Allotment Inspection.

The results were as follows;

Only 1 Red (neglected plot)

14 Amber (require a little maintenance)

18 Green (well maintained)

Letters will be sent out to the Red and Amber allotment holders.

- The AGAR has now been sent to the External Auditor and our accounts are available to the public until 5th August. A few enquiries from the auditor were raised which have been addressed, with one or two currently in progress.
- Cllr Lowry has agreed to check and sign all quarterly accountancy reports and bank statements as a second reviewer in line with recommended good practice.
- The Parish Clerk/RFO is now in receipt of a debit card for SPC's Co Operative bank account to make small purchases on behalf of SPC easier.

- **ENVIRONMENT**

### **195.LEAD COUNCILLORS REPORT**

- 1) The plaque for Tree 666 has been received and is now on the bench.
- 2) The new KGV play equipment had some nuts come loose again on the monkey bars section. These have now been replaced with locking nuts and a full inspection by Pentagon has taken place following the work. To best of knowledge this has improved the fastening to the other sections.
- 3) Two months ago, the county council informed SPC that the former free dust bin collections within the parish were now to be charged at an annual fee of £9,000. A suggestion by one of the parish wardens for SPC to organise its own collection and collate the rubbish into a large green wheelie bin was endorsed by the council. The hire and collection of this green bin (situated within KGV park) is at a cost of £1,200 a considerable saving from the earlier quoted price.
- 4) The parish warden has been undertaken twice weekly litter bin collections and depositing their contents into the new wheelie bin. Its first collection was this morning and the new arrangement is being successfully executed.
- 5) There are metal locking bars to secure the inner steel container within the litter bins and the original keys and their mechanisms are no longer operational. A decision was made to remove these locking mechanism on top of the bins to enable the litter collections as to replace the bins would be at a cost of £175 each. The wheelie bin situated within KGV Playing fields is locked to prevent dumping of rubbish.
- 6) Cllr Garvey asked if a mesh top could be put on top of the dust bins as crows are likely to have been responsible for scattering litter around their immediate locations.
- 7) No incidents of fly tipping to report on this occasion. The earlier garden waste which had been dumped in common wood has been dispersed within the woodland area without disruption to the habitat.
- 8) The wood and materials for refurbishing the two bus stops has been purchased by the parish warden on behalf of SPC.
- 9) The poles for around the village pond have also been purchased.

#### **Village warden report:**

Andrew Whitewood and I shovelled both ditches out at the top of the green to help preventing flooding, also I cut back all the hedges from the back of KGV footpath down to the Christmas tree farm, cleared and cut snapped out branch down common wood bridle footpath.

I moved new bin from village hall to KGV also I have started emptying the bins twice on a weekly basics on Wednesday and Friday I have also had to cut off the locks of the bins making it easier to empty as no key.

I have also sorted out the shopping list of the items that will be needed for bus stops and rails. rubbished cleared from common wood mostly green waste. KGV

new area for bin cleared. Andrew and I walked down path 37 two tree fallen across footpath cleared

#### **196. WOODLAND MANAGEMENT PLAN**

Cllr Rugg explained to members of the public present that SPC own three woods within its boundaries and Three Rivers District Council does not own any woodland within the parish.

The procedures and methodology to obtain a grant from the Forestry Commission for their upkeep and maintenance is in progress. One of the criteria to fulfil is a survey of the woods to support the grant application which has been completed.

Hertfordshire County Council would be the initial recipient of the grant funds before transfer to SPC.

#### **197. SUSTAINABILITY REPORT**

Lead councillors report:

1. The Queen's Green Canopy – this is a tree and hedge planting project tied into the Platinum Jubilee which I have been co-ordinating. Its objectives are to increase the level of woodland planting within the parish boundaries. Initial approaches have been made to several landowners if they would be willing to donate and convert some of their land to woodland forestry. Some positive responses have been received and additional contacts are being made.
2. Peace Garden project–
  - It has been brought to the attention of Cllr Garvey that if a community garden was to be planted outside the school entrance it may disrupt the access of a fire engine or emergency services if ever needed. The only access would be across the developed community garden.
  - Cllr Mortimer explained that SPC had located two large tree trunks at the front of the school in the proposed garden centre corner to prevent food delivery lorries parking there which had left heavily indented tyre marks.
  - Cllr Garvey said she will liaise with Sarrat school's headmistress to determine their procedures on emergency access.

#### **198. ALLOTMENTS REQUEST FOR COMMUNITY GARDEN**

Community Garden Project-

- Cllr Garvey outlined how the community garden behind the village shop had a been a great success and very well supported in its recent evening event. The community garden has been so productive that there is now a demand to increase the space available if any additional allotment space could be dedicated to this project.
- The community garden is working with Mission employable to transfer new horticultural skills to its disabled members and in association with the Duke of Edinburgh awards.
- Cllr Rugg highlighted that under the 1922 Allotment Act, any produce grown in allotments could not be used for commercial gain or change in its activities. Cllr Mortimer suggested that any produce generated by

additional allotments could be distributed without any commercial intent for the benefit of the community.

- Cllr Rugg said he would investigate the feasibility of meeting existing allotment rulings with SPC's Parish Clerk.

## **POLICY & RESOURCES**

### **199.LEAD COUNCILLORS REPORT**

No written report.

### **200. APPROVAL OF PAYMENTS**

To approve internet banking transactions to the sum of £8,104.57. The Clerk informed Council there is a variation between the approval sum and the list of payments. This is due to a recommendation from the Internal Auditor (IA) that salaries should not be on public display.

Approved: Cllr Lee; Seconded: Cllr Gell

Cllr Garvey requested more information on the payment of £720 to 'the moving finger' payee which transpired was for the Parish Council Website.

### **201.POLICIES REVIEW**

The Councillors were asked to read the policies below in advance of this month's council meeting, as follows;

- Risk Management Policy,
- Financial Risk Assessment,
- Allotments,
- Complaints Procedure
- Press and Media Policy.

It was agreed to accept the policies as they stand subject to the Parish Clerk updating the results of two areas discussed in this meeting, namely;

- Financial Risk Assessment – increased risk through the SPC Debit card addition,
- Allotments policy – depending on the outcome of additional allotments requested by the Community Garden project.

Approved: Cllr Garvey; Seconded: Cllr Mortimer

## **PLANNING**

### **202. LEAD COUNCILLORS REPORT**

Cllr Farman and Cllr Rugg asked that the following SPC comments below be formally forwarded to TRDC by the Parish Clerk after this meeting

### **203.TO COMMENT ON PLANNING APPLICATIONS**

**21/1498/PDA Adams Nursey rear of 47 Church Lane.**

**No objection.**

*We continue to be cautious about new residential properties on Green Belt land and have not objected to this application on the basis that it is a permitted development, contains some smaller properties which are needed in Sarratt and hopefully some affordable homes.*

*It would also be helpful to inform the Planning Officer, it was reported to the Parish Council that the current commercial activities for this site include regular deliveries by large lorries including Dutch Hauliers delivering flowers etc and then starting early each morning a large numbers of vans (presumably florists and stall holders) arrive and depart daily to collect their flowers etc.*

*Therefore, it is likely there will be far less traffic coming and going to and from the site if the current application was to be approved.*

**21/1607/FUL The Woodyard– it was agreed to Object in the same way as previously for a similar application for this development:**

*The Parish Council objects strongly to this application on the grounds that it is backland development creating a new dwelling in The Green Belt for which no special circumstances have been made. The Parish Council request that the application is called into committee if officers are minded to approve it”.*

**21/1622/FUL Pavilion King George V– extend permission for events to go an extra hour until 11pm 8 times a year.**

**No objection providing the extended hours were limited to a small number of occasions per year.**

*If approved we ask that the applicant applies extra, careful preparations and management of these extended events to minimise any disruption or disturbance to the local residents.*

**21/1657/FUL Great Sarratt Hall Cottage The Green.**

**No Objection.**

**21/1830/FUL – Creation of new vehicular access with closure of existing access.**

**Objection**

*The Parish Council objects to the relocation of this entrance as there appears to be a loss of wildlife habitat and biodiversity with the removal of hedgerows and the potential safety implications as highlighted by Herts County Council Highways Dept., with no clear rationale given to justify this change.*

**21/1783/FUL Potten Farm Stables Chandlers Lane - Demolition of existing stables and change of use of remaining stable buildings on site to studio units (Use Class B1) with associated parking areas**

**No Objection.**

**21/1816/PDNA Redheath Farm Bungalow Finches Avenue Redheath - - Construction of  
agricultural steel portal framed building  
No Objection.**

**21/1835/FUL 1 Micklefield Green Cottages Sarratt Road - Erection of stable building  
No Objection providing the stable is for private and non-commercial use.**

*If officers are minded to approve this application, we request that a restriction is added that prevents future change of use to residential or any other type of accommodation. We also ask that it is checked and clarified that no hedgerows will be removed or damaged as part of this application*

**21/1864/FUL - 21/1865/LBC The Cock Public House - Erection of oak framed entranceway, new porch extension, replacement of existing canopy with pergola, replacement paving, alterations to external materials, alterations fenestration and installation of a flue and internal alterations  
No Objection.**

**21/1654/FUL Chandlers Cottage, Fir Tree Hill - Conversion of stable block into an annexe  
No Objection**

*If officers are minded to approve this application, we request that a restriction is added that prevents this annexe from being sold or rented separately to the main Chandlers Cottage property and that the converted annex cannot be extended or be subject to a change of use without going through a full planning application.*

#### **204.TO NOTE PLANNING DECISIONS**

- **Application No: 21/1090/FUL: Morar, Dimmock's Lane, Sarratt.** Conversion of existing garage to self-contained annexe including excavation of surrounding land and construction of retaining walls.  
SPC decision: No objection providing that a condition is applied to any approval such that the annex must remain ancillary to the main property and cannot be sold as a separate dwelling.  
TRDC decision: Approved
- **Application No: 21/1242/FUL: Inglewood, Poles Hill, Belsize.** Conversion of existing garage to self-contained annexe including excavation of surrounding land and construction of retaining walls.  
SPC decision: No Objection  
TRDC decision: Approved
- **Application No: 21/1417/PDF. Mulberry Bush Farm, Dawes Lane, Sarratt.** Prior Notification: Change of use of agricultural buildings to a flexible commercial use Class C1 hotel/holiday accommodation.  
SPC decision: SPC strongly objected to this application and requested it be called into Committee if the Planning Officers were minded to approve.  
TRDC decision: Approved contrary to SPC Consultee Comments. For clarity, the powers to call in applications does not extend to prior approval or certificates of lawfulness applications.



## 205.ENFORCEMENTS

### Updates:

#### 16/0178/COMP: The Old Boot Public House - Unauthorised Works: Extension of car park into adjacent field (David Heighton)

Planning permission granted, works currently underway and substantially completed. Site visit required before closing case.

#### 17/0151/COMP: Land To The Rear Of Green End Business Centre - Material change of use of field to car park (Matthew Roberts)

Following a site visit in June the land was still being used for parking, although the hard core and bund had been removed as per the enforcement notice requirements. I have been assured that the land has now ceased to be used for parking and the enforcement notice complied with. I am currently liaising with the business park to see whether better on-site management of parking can take place. Case to be closed once a receive photographic evidence of the land.

#### 18/0097/COMP: Three Ways, Poles Hill – Material change of use from single dwellinghouse to two dwellings (converted garage) (Scott Volker)

Planning Contravention Notice issued. 19/2294/CLED then refused. Further PCN to be issued to clarify use as it's not clear if used as two separate dwellings.

#### 18/0178/COMP: Coltspring Riding Stables, Sarratt Road - Material Change of Use: Conversion of stable block into residential dwelling (David Heighton)

Monitoring, previous 18/2531/CLED considered that dwelling was ancillary to the wider use of the site and therefore was not a material change of use.

#### 19/0118/COMP: Blacketts Nursery, Rousebarn Lane - Unauthorised Material Change Of Use - business in operation (David Heighton)

Further site visit required.

#### 19/0177/COMP: Silverfields, Bucks Hill - Replacement outbuilding (not for a purpose incidental to the enjoyment of the dwelling) and alterations to garage (Aaron Roberts)

Assessment being undertaken, unclear if works require planning permission.

#### 19/0208/COMP: Newton Cottage, Poles Hill - Construction of front boundary walls and alterations to ground levels to frontage including the extension of the driveway (Aaron Roberts)

Works to be removed following on-going discussions with owner. Deadline provided.

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

The LPA consider that the soil embankment and hedgerow are reinstated and the gates and fencing removed as the works required planning permission. Officer drafting enforcement notice.

20/0005/COMP: Ainsworth Cattery, Bucks Hill - Installation of gates, fencing and hardstanding (David Heighton)

Assessment on-going.

20/0077/COMP: Grove Lodge, Fir Tree Hill - Unauthorised works in the Green Belt (David Heighton)

Fencing requires planning permission as over 1m in height adjacent to road. Owner to be made aware.

20/0219/COMP: Poachers Retreat, Penmans Green, Sarratt - Works not in accordance with 18/1408/PDA - Alleged demolition of building (David Heighton)

Works considered in accordance with PDA. Case to be closed.

20/0224/COMP: Moonpenny Farm, Bucks Hill, Kings Langley - Change of use from agriculture to equestrian and associated works (Matthew Roberts)

Site visit undertaken, a few field shelters have been erected which are movable and not significant enough to constitute development and thus do not require planning permission. As it stands, the use still appears to be agricultural as animals grazing on the land however further visits to take place. Site visit took place in June following complaints regarding access road; however, the deviated works were simply backfilling a service trench. Use of land still as agriculture.

21/0015/COMP: Dellfield Farm, Plough Lane - Creation of new access (Aaron Roberts)

Site visit required.

21/0003/COMP: Cart and Horses Public House, Commonwood, Sarratt - Material change of use: Public house to a mixed use: public house and shop (Matthew Roberts)

Letter send, planning application currently being prepared.

21/0021/COMP: Hill Top, Penmans Hill, Chipperfield - Unauthorised windows and doors in existing openings (David Heighton)

Site visit required.

21/0025/COMP: 38 Dawes Lane, Sarratt - Works not in accordance with 20/2628/PDE or 20/1387/CLPD and alterations to porch (David Heighton)

Planning application submitted and granted under 21/0973/FUL. Raised terrace to be removed.

21/0047/COMP: New Model Farm, Sarratt Road, Croxley Green, Rickmansworth - Barn conversion to offices (David Heighton)

Owner advised that works relate to a historic permission which had lawfully commenced (8/423/91) which was allowed at appeal. The owner also confirmed that the use of land for aviation is carried out in accordance with the Air Navigation Order and for no more than 28 days a year (permitted development). A site visit was arranged but got delayed due to the owner self-isolating, a new visit is likely to take place soon.

21/0102/COMP – Callipers Cottage, Penmans Green, Sarratt - Works not in accordance with 18/2116/FUL - Roof Height (Scott Volker)

Planning permission required for works as they have beyond the scope of the planning permission.

New Cases:

21/0143/COMP – Winchwood, Windmill Hill, Chipperfield - Material change of use: Extension of residential curtilage (David Heighton)

Site visit required.

21/0144/COMP – Woodlea House, Windmill Hill, Chipperfield - Material change of use: Extension of residential curtilage (David Heighton)

Site visit required.

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

The land owner has been sent various letters regarding the enlargement of the access and use of land as a caravan site as part of a recent religious event. Owner required to return the access back to its former condition/apply for planning permission by 23 August. In terms of the use of the land as a caravan site, the owner has been warned against using the land as a caravan site in the future. The use of the land even for a temporary period required planning permission as caravan sites do not benefit from permitted development rights on that scale. The Council are currently looking at whether they can obtain an injunction against future unauthorised uses.

## **HIGHWAYS**

### **206.LEAD COUNCILLORS REPORT**

No written report provided by Cllr Diggins who sent his apologies for the meeting.

Cllr Gell reported that two notifications had been received for planned road works, namely;

- Sarratt road opposite York School for two the three days at the end of August. Then same location, for two to three days in early September. The highway agency has provided locations, however unfortunately not exact dates.

- Affinity Water on Dawes lane, with the date to be determined. Expected duration of works to be two to three days.

Cllr Rugg asked for the SPC Clerk to be notified of the start and when work is completed to avoid any unnecessary extension to the closure of this road.

It was noted that a gas repair was carried out in Dimmock's lane which has now been completed.

## **207.COMPLAINTS RECEIVED**

- Several Members of the public expressed their concerns at a religious event 'Light and Life Mission' which was held on land adjacent to Blenheim Cottage in Bucks hill from Monday 26<sup>th</sup> July to Friday 30<sup>th</sup> July.
- Concerns were raised on the level of disruption, noise in the evenings, sometimes to 1.00am, litter dropped, glass broken in a nearby telephone box and additional vigilance that residents felt they needed to apply.
- Cllr Rugg explained that the SPC unfortunately have no enforcement rights over land which they do not own, however he recommended the approach which had been undertaken by similar communities in Essex where this had sometimes occurred. Joint co-ordination by the District Council and County Council on issuing enforcement notices, co-ordination with planning departments and if necessary, policing has managed the incidences to reduce their disruption.
- Currently, an enforcement notice has been issued to the landowner by Three Rivers District Council on the unauthorised works of removing the hedgerow, widening of access and unauthorised use of the land for an event/caravan site.
- District Councillor Reed said he would co-ordinate with his counterparts in the County Council to capture lessons learnt following this event and to determine what collective steps they could take if such incidences should occur in the future.

## **208.CORRESPONDENCE**

A letter was received from a local resident on recent noise levels omitting from the Boot Public house during social events in the evenings and weekends.

Cllr Garvey commented that she had also been approached by several local residents on the same issue.

It was recognised that a noise abatement notice has been issued to the Boot by the District Council.

Councillors agreed that the issue should be discussed with the Pub owners to arrive at a mutually acceptable solution.

## **209.PUBLIC QUESTION TIME**

Several members of the public questioned recent road works in which notifications had been issued on planned tarmacking from Quickmore lane to Old House Lane. The actual tarmacking performed went in the opposite

direction towards Chipperfield which was different to the original notifications received.

Parish Clerk will be asked to check the date when the highways agency expect to complete the rest of the tarmacking as planned.

**210.COUNCILLOR QUESTIONS AND COMMENTS**

No questions or additional comments were raised.

**211. DATE OF NEXT MEETING AND ITEMS REQUESTED TO BE PUT ON NEXT AGENDA**

The date of the next meeting will be Tuesday 14<sup>th</sup> September 2021.

Meeting closed at 21:15

Caroline Owen

**Proper Officer/RFO, Sarratt Parish Council**