



Ripley Parish Council Office, 4 Rio House, High Street, Ripley, Surrey, GU23 6AE

23rd November 2021

To: Members of the Planning & Environment Committee

PLANNING & ENVIRONMENT COMMITTEE MEETING on MONDAY 29th NOVEMBER 2021 at 1800hrs at RIPLEY PRIMARY SCHOOL

Your attendance is required at the above meeting; the Agenda is shown below. Details of Planning Applications are available at www.guildford.gov.uk

Jim Morris, BSc (Hons), PSLCC
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence from Planning & Environment Committee members.

2. DISCLOSURE OF INTERESTS

To **RECEIVE** any disclosure by members of non-pecuniary interests in agenda items.

To **RECEIVE** any written requests for new disclosable pecuniary interests dispensations Without a dispensation a member may not participate in any discussion on the matter nor vote.

3. MINUTES

To **RECEIVE and SIGN** as a correct record the Minutes of the Planning & Environment Committee meeting held 08.11.2021.

4. PLANNING APPLICATIONS

To **RECEIVE and CONSIDER** the following planning applications and any applications received before the meeting but after Agenda dispatch. Applications received before the meeting but after Agenda publication are publicised at www.ripleyparishcouncil.gov.uk

21/P/02099

Location: Valentines Farm, Rose Lane, Ripley, GU23 6NE.

Proposal: Change of use from agricultural land to dog walking field including erection of a temporary shelter.

Contact: Margarita Romanovich margarita.romanovich@guildford.gov.uk

Closing date: 30.11.2021

21/P/02164

Location: 43 Georgelands, Ripley, GU23 6DF.

Proposal: Erection of a single storey front extension and a part single/part two storey rear extension.

Contact: Chris Gent christopher.gent@guildford.gov.uk

Closing date: 08.12.2021

5. PLANNING & ENVIRONMENT

To RECEIVE and CONSIDER matters ongoing under the remit of the P&E Committee:

i) Correspondence: *Affordable Housing Update*

ii) Surrey County Council Minerals and Waste Local Plan – Issues and Opinions Public Consultation
(Closing date 07.03.2022)

iii) Guildford Borough Council Public Conveniences Review

iv) Former Wisley Airfield Community Liaison Group.

v) Community Land Trust.

6. DATE OF THE NEXT P&E COMMITTEE MEETING

Monday 20th December 2021 at 1800hrs at Ripley Primary School.



Ripley Parish Council Office
4 Rio House
High Street
Ripley
Surrey
GU23 6AE
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE MEETING
held on MONDAY 8th NOVEMBER 2021 at 1800HRS at RIPLEY PRIMARY SCHOOL**

Present: Cllr Peter Shoesmith (Chairman)
Cllr Richard Ayears
Cllr Rowland Cornell
Cllr Sarah Gill
Cllr Suzie Powell-Cullingford
Cllr Vernon Wood
Jim Morris, Clerk of the Council

P&E 060/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Horsleys Division Cllr Colin Cross.

P&E 061/21 DISCLOSURES OF INTEREST

No disclosures of interest were received.

P&E 062/21 MINUTES

The Minutes of the meeting held on Monday 18th October 2021 were received, confirmed, and signed as a true and correct record by the Chairman.

P&E 063/21 PLANNING APPLICATIONS

The Planning & Environment Committee considered the following planning applications, formulated the following observations and **RESOLVED: That the agreed comments of the Planning Group be forwarded to Guildford Borough Council (GBC) and reported to the Ripley Parish Council meeting scheduled to be held on Thursday 20th January 2022.**

21/T/00273

Location: Tudor House, High Street, Ripley, GU23 6AE.

Proposal: T1: Purple Leaf Plum (diseased) – Fell tree to a point as close to ground level as is reasonably practicable to leave a stump, T2: Hazel – Fell to ground level (Ripley Conservation Area).

Contact: Tim Holman tim.holman@guildford.gov.uk

Ripley Parish Council supports Tree Works Application ref 21/T/00273, although submits that a native species tree is planted to compensate for the loss of the Purple Leaf Plum.

21/P/02005 & 21/P/02006

Location: The Mill House, Newark Lane, Ripley, Guildford, GU23 6DP.

Proposal: Planning and Listed Building Consent for the erection of a single storey rear extension following demolition of the existing conservatory.

Contact: Benjamin Marshall benjamin.marshall@guildford.gov.uk

Ripley Parish Council supports Planning Application refs 21/P/02005 & 21/P/02006.

21/P/02075

Location: Kiln House, Kiln Lane, Ripley, GU23 6EX.

Proposal: Enlargement of existing roof space including raising roof and conversion of loft space to habitable accommodation.

Contact: Benjamin Marshall benjamin.marshall@guildford.gov.uk

Ripley Parish Council supports Planning Application ref 21/P/02075.

P&E 064/20 PLANNING & ENVIRONMENT

Members received and considered matters under the auspices of Planning & Environment:

i) Correspondence: *Health & Safety Complaint*. The streetlight in question had been fixed.

It was RESOLVED: That the correspondence be noted.

ii) Correspondence: *At Last! A Public Hearing Date on Illegal Waste Site at Brick Kiln Copse - and you are invited!*

It was RESOLVED: That the correspondence, relating to Ockham Parish, be noted.

iii) Correspondence: *Policy Consultation Briefing – Environmental Permitting Regulations*. Cllr Powell-Cullingford would respond to the consultation.

It was RESOLVED: That the correspondence from NALC be noted.

iv) Former Wisley Airfield Community Liaison Group. The most recent meeting had discussed traffic, cycling, and public transport provision in the local area. Some ideas appeared to be unworkable, although extra buses would be welcome. A planning application for the site was not expected until after the Secretary of State had resolved whether the National Highways scheme for M25 J10/A3 Wisley Interchange would go ahead.

It was RESOLVED: That the item be noted.

v) Community Land Trust. There were no recent meetings to report.

It was RESOLVED: That the item be noted.

P&E 065/20 DATE OF THE NEXT P&E COMMITTEE MEETING

The next meeting of the parish council's Planning & Environment Committee was scheduled to take place on Monday 29th November 2021, at Ripley Primary School.

The meeting closed at 1855hrs

Date:

Chairman



Ripley Parish Council Office
4 Rio House
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Cllr Richard Ayears
Cllr Rowland Cornell
Cllr Sarah Gill
Cllr Suzie Powell-Cullingford
Cllr Vernon Wood
Jim Morris, Clerk of the Council

P&E 066/21 [REDACTED]

[REDACTED]

Date:

Chairman



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Mr. Jim Morris
Ripley Parish Council
Ripley Council Office
4 Rio House
Ripley
Surrey
GU23 6AE

Date: 09 November 2021

Dear Mr. Morris,

Reference: 21/P/02099

Location: Valentines Farm, Rose Lane, Ripley, Woking, GU23 6NE
Proposal: Change of use from agricultural land to dog walking field including erection of a temporary shelter.
Contact : Margarita Romanovich (Direct Line 01483 444675, EMail margarita.romanovich@guildford.gov.uk)
planningenquiries@guildford.gov.uk

I am writing to inform you of the above application which can also be viewed online at www.guildford.gov.uk/planning

Should you wish to make any observations of this application, please write to this office within 21 days of the date of this letter. It would be helpful if you could quote the above reference number on any correspondence.

I would add that under the provisions of the Local Government (Access to Information) Act 1985, any representations you wish to make are available for inspection by the public.

Yours sincerely

Daniel Ledger
Interim Head of Place



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www.guildford.gov.uk

Mr. Jim Morris
Ripley Parish Council
Ripley Council Office
4 Rio House
Ripley
Surrey
GU23 6AE

Date: 17 November 2021

Dear Mr. Morris,

Reference: 21/P/02164

Location: 43 Georgelands, Ripley, Woking, GU23 6DF
Proposal: Erection of a single storey front extension and a part single/part two storey rear extension.
Contact : Chris Gent (Direct Line 01483 444470, EMail christopher.gent@guildford.gov.uk) planningenquiries@guildford.gov.uk

I am writing to inform you of the above application which can also be viewed online at www.guildford.gov.uk/planning

Should you wish to make any observations of this application, please write to this office within 21 days of the date of this letter. It would be helpful if you could quote the above reference number on any correspondence.

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Yours sincerely

Daniel Ledger
Interim Head of Place

From: Louise Williams <LouiseW@surreyca.org.uk>
Subject: Affordable housing update
Date: 12 November 2021 at 11:33:21 GMT

Dear Parish Clerk

Please find attached our latest newsletter regarding rural affordable housing and also a copy of the new Guide for Parish Councillors.

I do hope you will share with your councillors and if you have any questions or would like any further advice or information regarding the provision of affordable housing in the parish I am always happy to come out to discuss this.

With best wishes

Louise

Louise Williams

Rural and Community Led Housing Enabler

Surrey Community Action, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey GU4 7HL
Tel (direct): 01483 447141



Need an office address?

We offer a virtual correspondence service

<https://www.surreyca.org.uk/business-services/>

The banner features a purple background on the left and a photograph of several envelopes on a corkboard on the right. The text is white and green, with the URL highlighted in a green box.

BUILDING BLOCKS

A Newsletter from Surrey Rural Housing Partnership



INTRODUCTION

BY LOUISE WILLIAMS

Earlier this month, I had the pleasure of meeting with some of residents of the new homes in the village of Dunsfold and finding out from them what a difference the new homes had made to their lives one year later. Upon learning about their new home allocation, one family burst into tears. They now describe it as: "Lifechanging - it's given us a stable home to start again and get our lives back. It feels like home every time we come in."

Another couple were very worried about where they would live after retirement as they lived in a tied cottage. They felt "such a sense of relief" when they received the letter confirming that they would be allocated a new flat. Now they are happily retired and completely content in their new home.

Continues on page two

A LOOK AT THIS ISSUE:

*FIRST HOMES - OPPORTUNITY OR
THREAT? - 4*

NEW HOMES FOR WAVERLEY - 6

These homes wouldn't have been possible without the support and dedication of Dunsfold Parish Council who have been staunch supporters of affordable rural housing and now have three rural exception sites in the parish.

Rural exception sites are not large, sprawling developments of executive homes nor are they cheaply built. They exist to meet a local need and nearly every single parish in Surrey has a housing need. It may be for one or two families (in some areas it's for many more), but you can see from the comments made by the new residents in Dunsfold, the difference providing a secure and affordable home can make to a family.

RURAL EXCEPTION SITES ARE NOT LARGE, SPRAWLING DEVELOPMENTS OF EXECUTIVE HOMES NOR ARE THEY CHEAPLY BUILT. THEY EXIST TO MEET A LOCAL NEED

If you haven't already done so, please give some thought to enabling some vital affordable housing in your parish, we can work with you and support you through the whole process and if you are not familiar with the process there is now a new guide for Parish Councils available [here](#).

If you would like to discuss any of these points or find out how we can work with you please contact me, Louise Williams, Rural Housing Enabler:
louisew@surreyca.org.uk



LOCAL HERITAGE AND ASSETS OF VALUE

Surrey County Council has launched a new project to encourage local communities to send in details of local assets that are valued by local people in reinforcing local character and distinctiveness, which are not recognized by another planning designation and are key to an area's identity. Such assets can take many forms which give an insight into the history of an area and its links to the past.

LOCAL HERITAGE PLAYS A KEY ROLE IN BUILDING AND REINFORCING A SENSE OF LOCAL CHARACTER AND DISTINCTIVENESS.

Over the next year, a Surrey County Council-based project team will be working with the following boroughs and districts to produce a new or updated local heritage asset list for their area:

- Elmbridge
- Epsom and Ewell
- Mole Valley
- Surrey Heath
- Tandridge
- Woking

[Nominations](#) close on 16th November

WHAT IS A FIRST HOMES EXCEPTION SITE?

This is an exception site that comes forward outside of local or neighbourhood plan allocations to deliver affordable housing, primarily for First Homes.

They cannot come forward in areas designated as Green Belt or in designated rural areas as defined in Annex 2 of the National Planning Policy Framework.

In these areas rural exception sites are the sole type of exception site.



FIRST HOMES – OPPORTUNITY OR THREAT?

The Government's newest and preferred form of affordable home ownership, they are expecting 25% of all affordable homes delivered through planning applications by developers.

In essence they are a specific kind of discounted market sale and specifically they must:

- a) be discounted by a minimum of 30% against the market value
- b) sold to a person or persons meeting the First Homes eligibility criteria - that is they must be a first-time buyer and not have a household income exceeding £80,000 and they must have a mortgage plan to fund 50% of the purchase price
- c) on their first sale will have a restriction registered on the title at HM Land Registry to ensure this discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer and
- d) after the discount has been applied, the first sale must be at a price no higher than £250,000.

Continues on next page.





THE POLAND TRUST

Work has commenced on site for the development of 12 affordable homes to rent at social rent levels and 5 affordable self-build homes. The Poland Trust has appointed Scandia-Hus Ltd for the design, manufacture and construction of the homes which have been designed to look like a traditional farmhouse and a collection of farm buildings to fit in with the local surroundings.

The homes will be for the local people of Brockham and Betchworth in line with the Poland Trust's charitable objectives.

For more information on the work of the Poland Trust please visit their [website](#).



NEW COUNCIL HOMES IN RURAL AREAS IN WAVERLEY

Waverley Borough Council are continuing their efforts to re-use council owned land in some of the borough's rural villages to provide new homes.

Chiddingfold

Waverley Borough Council have secured planning permissions for redevelopment of underutilised garage sites with adjacent land in Chiddingfold village. These developments will provide the council with 26 new homes that are sustainable and energy efficient, meet the council's approved quality and design standards and will provide a high standard of accommodation for local people in need.

Building works are likely to commence early 2022.



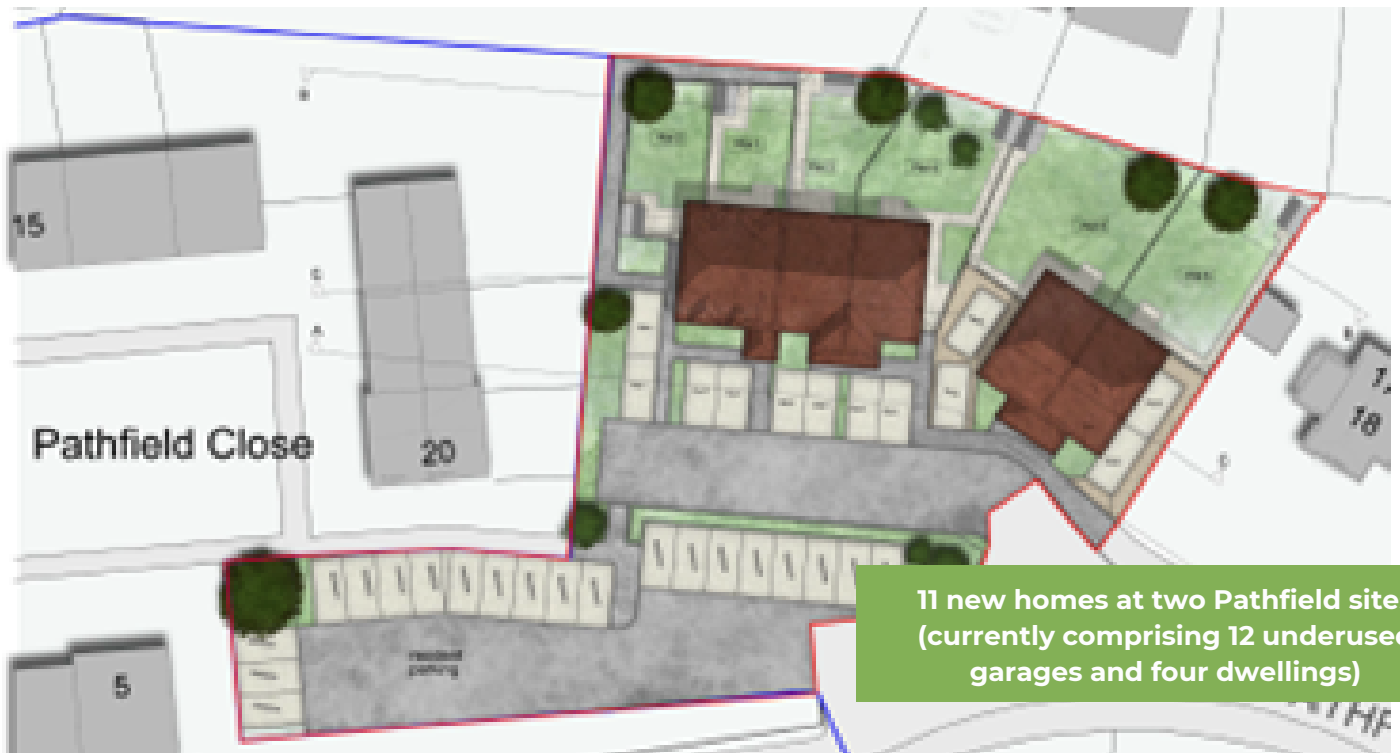
8 new homes at Queen's Mead (currently comprising of 14 underused garages and four flats)



Five new properties at Harts Grove (currently comprising 10 underused garages and two homes)



Two new homes at Turners Mead (currently comprising of 5 underused garages)



Churt

The council has an upcoming redevelopment site in the beautiful village of Churt. Planning permission was secured for Parkhurst Fields site for demolition of an underused community room and construction of 4 x 2 bedroom houses with allocated parking spaces for each dwelling and additional parking spaces for local residents.



For more information contact Surrey Community Action's Rural Housing Enabler, Louise Williams.
Email louisew@surreyca.org.uk



Quadrant Court
35 Guildford Road
Woking
Surrey GU22 7QQ

15 November 2021

Dear Stakeholders,

**TOWN & COUNTRY PLANNING (LOCAL PLANNING) ENGLAND REGULATIONS 2012
ISSUES AND OPTIONS PUBLIC CONSULTATION
MINERALS AND WASTE LOCAL PLAN**

In pursuance of Regulation 18 of the Town and Country (Local Planning) England Regulations 2012 I am pleased to formally notify you of Surrey County Council's intention to prepare Surrey's first joint Minerals and Waste Local Plan (MWLP); and invite your representations in response to the associated Issues and Options public consultation.

The MWLP will be underpinned by a positive 15-year vision and seek to deliver sustainable minerals and waste management that provides for a steady and adequate supply of minerals and sufficient capacity to manage Surrey's waste over that period. It will also provide for development that mitigates against and helps Surrey adapt to climate change, and combats biodiversity loss. It will reflect the growing overlap between minerals development and waste management development; and safeguard the County's valuable mineral resources and waste management facilities from other development.

The Issues and Options public consultation is the first formal part of the plan-making process relating to the MWLP. It sets out various issues and challenges facing future minerals and waste management development in the County and proposes several planning policy options to address those issues and challenges. In this context the consultation material proposes a vision, spatial strategy, and strategic objectives for future minerals and waste management development in Surrey; and is underpinned by a Strategic Environmental Assessment and Sustainability Appraisal Scoping Report.

The Issues and Options public consultation will be open for a period of 16-weeks, from 15 November 2021 to 7 March 2022. All material representations received by the Minerals and Waste Planning Authority (MWPA) during the consultation period will be considered in preparing the subsequent 'Preferred Options' public consultation which is set to take place in June 2022.

The Issues and Options public consultation will be accessible to all stakeholders through a digital consultation platform via Surrey County Council's [website](https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/local-plan) (<https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/local-plan>) and consultation documents will be made available for inspection at a public library in each of Surrey's districts and boroughs. Should you wish to provide a written response to the Issues and Options consultation please email mineralsandwaste.localplan@surreycc.gov.uk; or write to: Mr. Stephen Jenkins, Planning Development Manager, Surrey County Council, Planning Group, Quadrant Court, Woking, Surrey GU22 7QQ.

The MWPA will seek to acknowledge receipt of material representations received during the consultation period but cannot respond to individual letters or emails. The MWPA will make every effort to consider representations received after the consultation period has ended but there is no guarantee that this will be possible.

If you would like to receive any of the consultation material in large print, on tape or in another language, please telephone SCC on 03456 009 009. Surrey County Council's privacy notice relating to public consultations can be found [here](https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notices/minerals-waste-consultations) (<https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notices/minerals-waste-consultations>) or see the privacy notice included with the Issues and Options consultation documents available at Surrey's libraries.

I trust the above is helpful and look forward to receiving your feedback. Should you have any questions or require further information about the Issues and Options public consultation or the MWLP please do not hesitate to contact the minerals and waste policy team using the details provided in this letter.

Stephen Jenkins

Stephen Jenkins
Planning Development Manager

Service Delivery EAB

Public Conveniences Review

Thursday 4th November

Stuart Riddle – Project Lead

1. Outline

The review seeks to explore options 3 and 4 from the approved mandate. This includes the potential removal of grant funding paid to 2 Parish Councils, and a limited number of Guildford Borough Council owned toilets closing or being passed to other organisations. We aim to achieve a revenue savings target of £65k per annum and reduce future capital investments on refurbishments.

The Budget Survey 2021, undertaken by SMSR Research, asked residents to consider Council services in terms of importance, priority, and spending. The survey found that public facilities ranked 9th for all 3 categories, out of the 12 noted services we provide.

The Council has no legal duty to provide public conveniences.

2. Costings

Salaries and on costs	£92k
Overtime	£22k
Operating costs (utilities/consumable)	£35k
Transport	£18k
Maintenance	£19k
Grants	£14k
Overheads	£47k
Business Rates	£8k
Depreciation	£54k
Income	(£16k)
Total Budget	£293k

The £65k savings target will largely come from making one of the toilet cleaner roles redundant. Although one of the toilet cleaner roles will no longer exist, we hope to redeploy the individual into a new role, avoiding redundancy costs.

In order to suitably reduce the current toilet cleaning workload, it is viewed that 4 or 5 facilities will need to be closed, or be passed to another organisation. We can then achieve smaller workload savings by moving the cleaning of all the town centre car park toilets to the Town Centre Team. However, this may just move a budget cost to a different team.

Assuming the highest cost 4 facilities, of those 8 listed below for consideration, we would achieve expenditure savings of £51k.

3. Grant Funding – Ash & Shere

We currently issue grants totalling £14k to Ash and Shere Parish Council's for their toilets. It is acknowledged that removing this funding would result in pressures on their own finances. However, Parish Councils can raise increased funds via their precept, comparatively to other tiers of local Government, due to no referendum principles for all Parish and Town Councils.

The saving target of £65k cannot be met without removing the £14k grant funding paid to these two Parish Councils.

4. Sites to Consider – alphabetical

Site	Reasons	Issues
Allen House	• Can be reused as storage. • Frequent ASB. Cleaners find needles and blood. • Low use compared to other toilets (12th out of 15). • Shopper car park so majority of users will be going to hospitality or shops that have plenty of private provision. • One of the few we have to pay Business Rates for - £1.75k	• Alternative usage is limited, no commercial opportunity. • Closure could move ASB to the grounds or elsewhere in the car park.
Bedford Road	• Neighbours the linked Friary Centre and its toilets. • Frequent ASB. Cleaners find needles. • Shopper car park so majority of users will be going to hospitality or shops that have plenty of private provision. • Medium use compared to other toilets (9th out of 15).	• The only 24-hour toilet in the Borough. • Alternative usage is limited, no commercial opportunity but can be used for storage by Parking.
Farnham Road	• Second lowest footfall of all out toilets (14th out of 15). • 'Tired and dated' with no baby changing facilities. • Long stay car park but used primarily for commuters. Commuters will either be working nearby in Guildford or going to the train station. • The largest spend on utilities - £2.6k	• Alternative usage is limited, no commercial opportunity but can be used for storage.
Onslow Recreation Ground	• Low footfall (13th out of 15) and least popular Parks toilet. • Poorer condition compared to other Council offerings. • One of the few facilities without disabled or child changing provisions. • Potential for tennis club to take over the toilet.	• Users of the park and play area may have no other alternative.

Ripley	• If Ripley remains open then 5 toilets will be needed, otherwise only 4 may be needed. • Stops small grant funding for the Parish Council to open and close toilets. • Lowest footfall of all our toilets (15th out of 15). • 4th highest budget cost of all toilets - £6.3k	• Important asset for Ripley Parish during events but this makes it likely they could take it over. • Small building with no real alternative use being viable.
Tunsgate	• Difficult to clean without a strict rota due to Tunsgate barrier and High Street closing to vehicles. • Due to location there are many other locations via private provision. • High possibility Experience Guildford could take it over. • One of the few we have to pay Business Rates for - £1.7k • 3rd highest budget cost of those on this list - £5.9k	• Used by High Street market traders. • Highest footfall (1st out of 15) due to location. • Limited commercial opportunity due to its small size. • Closest public alternative is Ward Street. Not feasible to close both.
Ward Street	• Strong chance of commercial use generating an income. • Surrey CC are looking to include toilets in nearby library. • Of the few that require Business Rates payable it is the most expensive - £3.2k. • The highest depreciation rate at £15k.	• Recently installed a water fountain. • Used by North Street market traders. • High footfall (3rd out of 15). • Closest public alternative is Tunsgate. Not feasible to close both. • Recent refurbishment and one of the highest quality toilets we provide.
Woodbridge Road	• Heavily used by customers of the café. • Potential for cricket club or café to take over toilets. • 4th highest budget spend of those on this list - £5.5k • Large use by commuters walking to Guildford train station, which provides public toilets.	• High footfall (5th out of 15). • Heavily used by customers of the café. • Recently installed a water fountain.

5. Officer Recommendation

To achieve the needed expenditure savings I recommend that, as part of the consultation, we set out a preference for –

- 1) Allen House, Bedford Road, Ripley and Woodbridge Road to be closed, or passed to another organisation. These 4 locations will allow us to reduce the total workload suitably to make one of the toilet cleaner roles redundant.
- 2) The removal of grant funding from Ash and Shere Parish Councils.

6. Sites not Suggested

Site	Reasons
Burchatt's Farm	• Close to Stoke Park's sports facilities. • Close to the larger parking area in Stoke Park. • Home Farm has already been approved for closure. • We believe this is used by a lot of taxi drivers. • Provision supports Green Flag award.
GLive	• Standalone purpose-built modern toilets with no alternative usage opportunities. • One of the highest quality conveniences we provide. • Shopper car park but further away.
Guildford College & Stoke Park Playground	• 2nd highest use toilets in the Borough. More impressive as the facility is not in a town centre high street location. • Next to the playground, mini golf, tennis courts and paddling pool. • No nearby alternative for young children and disabled residents. • Provision supports Green Flag award.
Pop-up Urinal (North Street)	• Provision supports night-time economy and Purple Flag award. • Reduced public urination at night – reduces ASB and cleaning pressure on other Street Scene operations. • One of the most unique provisions in Surrey. The installation made national news.
Shalford Park	• Used as a long stay car park for commuters in the week. The station has no toilet facilities. • Large facility adjacent to changing rooms for sports in the park. • Remote location so commercial opportunities not easily viable. • No nearby alternatives.
Stoughton Cemetery	• Receive an income to clean these toilets. Removing this location would have to be approved by third parties and would remove the scale of our operations.
Sutherland Memorial Park	• Used by residents using the playground and playing fields. • Nearby large parking facilities. • No nearby alternative and no real alternative use.
The Mount Cemetery	• Receive an income to clean these toilets. Removing this location would have to be approved by third parties and would remove the scale of our operations.

7. Risks

There will likely be extensive negative feedback from all external stakeholders. There is also some potential for any agreed closures to affect our future bidding to retain our Green Flag and Purple Flag awards.

Any closures could have a negative impact on the number visitors to the Borough in a post COVID world. This made equalities impact very important but does not rule out closures needed for our savings target. As always, we need to ensure the correct balance between the benefit of cost savings and the negative impact on, or perception with, residents.

8. Equality Impact Assessments

We have undertaken equality impact assessments for the 8 public conveniences on the “sites to consider” list found on point 4. As these toilets are the ones we will be going to consultation with, alongside the officer’s recommendation as the preference, we need to ensure any action Guildford Borough Council takes does not discriminate against any resident or visitor that may fall into a protected group as defined in The Equality Act 2010.

The 8 assessments all concluded that the facilities have existed for many years, and although closures would directly affect all regular or potential users of the public toilet, its potential additional negative effect on those in protected groups is indirect. Leaving facilities open purely for one or more protected group is not financially viable given the Council’s financial position.

9. External Stakeholders

At an early-stage some main stakeholders were made aware of this project and the potential implications of the review. However, it was made clear that no decision has yet been made.

Ash, Ripley and Shere Parish Councils have been contacted and made aware of this review, and the potential for facility closures and removal of grant funding. Ash has not yet responded but comments made by Ripley and Shere are attached.

Guildford Action Group noted that public toilets provide an essential service to all, with attention to those with medical conditions, the elderly and those with babies and young children. They suggested increasing car park charges, seeking funding from Parish Councils, sponsorship and charging at the high-quality toilets to raise funds needed to maintain current provision.

Experience Guildford are against the closure of town centre toilets. They note the Ward Street and Tunsgate facilities being used by market traders. Additionally, residents and visitors often choose a destination, or length of stay, based on the convenience and location of public toilets.

10. Next Steps and Milestones

- 1) Executive – Tuesday 4th January
- 2) Public Consultation – 6 weeks starting mid-January 2022
- 3) CMT – TBC in early March 2022
- 4) Following CMT in March 2022 - Place closure notice on chosen toilets, serve notice to utility providers, commence redeployment of affected staff
- 5) Project Close - Friday 1st April (last working day of financial year)

11. Appendices

Appendix 1 – Results of the Budget Survey 2021, prepared by SMSR Research.

Service	Importance	Priority	Spending	OVR
Services to the elderly and vulnerable	1	1	1	1
Environmental services	2	3	2	2
Public health and safety	3	2	3	3
Economic development, business, jobs, and unemployment	4	4	5	4
Housing services	5	5	4	5
Services for young people	6	6	6	6
Parks and open spaces	7	7	7	7
Leisure centres and physical activities	8	8	8	8
Public facilities	9	9	9	9
Transport and parking	10	10	10	10
Arts and heritage	11	11	11	11
Tourism services	12	12	12	12

Appendix 2 – list of public toilets taken from www.guildford.gov.uk/publictoilets

Site	Baby changing facilities	Disabled toilet
Ward Street	Yes	Yes
Tunsgate	Yes	Yes
Farnham Road (car park)	No	Yes
Bedford Road (car park)	Yes	Yes
The Friary Shopping Centre*	Yes	Yes
Allen House (York Road car park)	Yes	Yes
Woodbridge Road	No	Yes
Shalford Park	Yes	Yes
Onslow Recreation Ground	No	No
Guildford College and Stoke Park Playground	Yes	Yes
Burchatts Farm	No	Yes
Sutherland Memorial Park	No	Yes
Ripley	No	Yes
Stoughton Cemetery	No	No
The Mount Cemetery	No	No
Pop-up urinal (North Street)	No	No
GLive	No	Yes
Shere*		
Ash*		

*Toilets are not looked after by Guildford Borough Council.

Equality Impact Assessment – Ripley toilets

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Stuart Riddle	Date of assessment	26/11/21
Name of the proposed activity being assessed	Potential closure of Ripley public conveniences	Is this a new or existing activity?	Existing
Who will implement the activity and who will be responsible for it?	Implementation – Stuart Riddle Responsible – Chris Wheeler		

1. Determining the relevance to equality

What are the aims, objectives, and purpose of the activity?	To review Guildford Borough Council's public conveniences and determine which locations are feasible to close while considering limiting the negative impact on residents and visitors to Guildford Borough.		
Is this a major activity that significantly affects how services or functions are delivered?	Yes, a 25% reduction in Guildford Borough Council's directly provided toilets.	Who will benefit from this activity and how?	Guildford Borough Council via a £65k per year costs saving
Does it relate to a function that has been identified as being important to people with particular protected characteristics?	Yes, Ripley toilets have a disabled facility.	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	Residents and visitors that use Ripley Green or shops and hospitality along Ripley High Street

Based on the above information, is the activity relevant to equality?

Yes – continue to section 2 No – please record your reasons why the activity is not relevant to equality	Yes
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2. Is the proposed activity accessible for all the protected groups listed below?

(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community, or protected groups. How might one or more groups be excluded because of the activity?)

Protected groups	Yes	No	Evidence
Disability		No	No access for all individuals as proposed activity is closure.
Race		No	
Gender		No	
Sexual orientation		No	
Age		No	
Religion or belief		No	
Transgender or transsexual		No	
Marriage and civil partnership		No	
Pregnancy or maternity		No	

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?

Protected groups	Yes	No	Evidence
Disability	Yes		Closure of disabled toilets. There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.
Race		No	Closure will affect all races equally – There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.
Gender		No	Closure will affect all genders equally – There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.
Sexual orientation		No	Closure will affect all sexual orientations equally - There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.
Age	Yes		Older residents and visitors have an increased chance of urinary incontinence so may need quicker access to a toilet.
Religion or belief		No	Closure will affect all religions and beliefs equally - There is no nearby public provision but many businesses and places of worship, that residents or visitors may use, will have toilets.
Transgender or transsexual		No	Closure will affect all sexual orientations equally - There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.
Marriage and civil partnership		No	Closure will affect all individuals, no matter marital There is no nearby public provision but many businesses, that residents or visitors may use, will have toilets.

Pregnancy or maternity	Yes		There is no baby changing facility at this toilet. Pregnant women have an increased chance of urinary incontinence so may need quicker access to a toilet.
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4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? (*Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?*)

The negative impact affects all individuals. The closure of Ripley toilets would have a greater negative impact on some protected groups, as outlined in part 3, but it is considered this impact is indirect. We will be placing notices on the relevant toilet doors informing residents of their nearest facilities, both when it goes out to consultation and at sites that are approved for closure following consultation. We will also be encouraging businesses to sign up to The British Toilet Associations Use our Loos Campaign in the hope that there are more alternatives nearby.

We hope that Ripley Parish Council may be able to take this toilet over. However, if not possible, there is no way to achieve a positive impact while looking to fulfil the approved mandate.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? (*Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities*).

In January 2021 there was a Budget Survey published, undertaken by SMSR research, and it asked residents to consider Council services in terms of importance, priority, and spending. The survey found that public facilities ranked 9th for all 3 categories, out of the 12 noted services Guildford Borough Council provides. The survey has a mix of responses from all age groups, BAME, transgender and around 10% of all responders identified as having a disability. However, the report does not separate out responses from those in protected groups and the results leading to the ranking are averages.

Usage numbers of male and female toilets are contained in a report by Healthmatic. The report, completed in 2018, was a user survey of all Guildford Borough Council provided facilities and could show the number of users per hour.

6. Has any consultation been carried out (e.g., with employees, service users or the wider community)? Please provide details

Not yet – a public consultation on the closure of public conveniences is due in January 2022.

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

All groups will be encouraged to respond to the public convenience consultation starting in January 2022. Charities, Government support services, specialists and resident groups will be encouraged to engage.

This will include groups like Guildford Access Group, Surrey Coalition, Age UK, Outline Surrey, and the local NHS trust.

8. Conclusion of Equality Impact Assessment - please summarise your findings

The potential closure of Ripley toilets is part of an approved mandate to generate cost savings of £65k per annum. This facility has existed for many years and although its closure would directly affect all regular or potential users of this public toilet, its potential additional negative effect on those in protected groups is indirect. While it is possible that Ripley Parish Council could take this toilet over it would have to be closed if an agreement cannot be reached. Leaving facilities open purely for one or more protected group is not financially viable given the Council's financial position. It is important to note that the footfall survey showed Ripley having the lowest number of visitors.

Name of person completing assessment: Stuart Riddle

Date: 26th October 2021

Job title: Project Lead - Public Conveniences Review

Senior manager name: Chris Wheeler

Date: 1st November 2021