



Ripley Parish Council Office, Ripley Primary School, Wentworth Close, GU23 6ED

14th January 2022

To: All Ripley Parish Councillors

You are hereby summoned to attend the meeting of **RIPLEY PARISH COUNCIL** to be held at **Ripley Primary School, GU23 6ED** on **Thursday 20th January 2022 at 1930hrs** for the purpose of transacting the following business. Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council under item 3 of the Agenda.

A handwritten signature in black ink, appearing to read "Jim Morris", is written over a light blue horizontal line.

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

AGENDA

1. APOLOGIES FOR ABSENCE

To RECEIVE any apologies for absence from Ripley Parish Council 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 neither participate in any discussion on the matter nor vote

3. PUBLIC QUESTIONS

To RECEIVE and CONSIDER questions from members of the public

4. MINUTES

To RECEIVE and SIGN as a correct record the Minutes of the Ripley Parish Council meeting held on Tuesday 14th December 2021 (Appendix A)

5. MATTERS ARISING

To RECEIVE and CONSIDER a list of the parish council's current actions and matters arising (Appendix B)

6. CHAIRMAN'S REPORT

To RECEIVE and CONSIDER a report from the parish council Chairman.

7. REPRESENTATIVE'S REPORTS

To RECEIVE and CONSIDER reports from Cllr Colin Cross, representative for both the Lovelace Ward of Guildford Borough Council and the Horsleys Division of Surrey County Council.

8. FINANCE

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01.12.21 – 31.12.21 totalling £17,500.50 (Appendix C)
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk
- iii) Sponsorship of parish council assets
- iv) Provision of dog gloves on The Green

9. PLANNING & ENVIRONMENT

To RECEIVE and CONSIDER Planning & Environment matters:

- i) Minutes of Planning & Environment Committee meetings held 08.11.2021, 29.11.2021 & 20.12.2021 (Appendix D)
- ii) Planning & Enforcement Performance Meeting held 06.01.2022 (Appendix E)
- iii) Guildford Borough Council Local Plan Part 2 Consultation (Appendix F)
- iv) Local Government Boundary Commission draft recommendations for Guildford Borough Council (Appendix G)
- v) Vehicle speeds in the parish
- vi) Plane tree outside the Co-Op

10. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters:

- i) Public Conveniences Review (Appendix H)
- ii) Christmas Fair 2021
- iii) Christmas lights 2021
- iv) Platinum Jubilee 2022 & Queen's Green Canopy (Appendix I)
- v) White Hart car park
- vi) Correspondence: *The State of The Green*, and *Ripley Green* (Appendix J)
- vii) Ripley Village Hall
- viii) Parts for playground equipment
- ix) Community Payback Scheme (Appendix K)
- x) Proposal for a pop-up coffee van on The Green (Appendix L)

11. COMMUNICATION & LIAISON

To RECEIVE and CONSIDER Communication & Liaison matters:

- i) Mayor's Award for Service to the Community (Appendix M)
- ii) Report on recent meetings of the Ripley Business Association
- iii) Report on recent meetings of Ripley & Send Matters
- iv) Annual Parish Meeting scheduled for 03.03.2022

12. ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

To RECEIVE from members any items for inclusion on the Agenda of a future meeting

13. DATE OF THE NEXT PARISH COUNCIL MEETING

To NOTE the date of the next Parish Council Meeting: **Thursday 17th February 2022**



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MINUTES of RIPLEY PARISH COUNCIL EXTRA-ORDINARY MEETING held on TUESDAY 14th DECEMBER 2021 at 1800HRS at RIPLEY PRIMARY SCHOOL, WENTWORTH CLOSE, RIPLEY.

Present: Cllr Richard Ayears (Chairman)
 Cllr Rowland Cornell
 Cllr Sarah Gill
 Cllr Simon Moxon
 Cllr Powell-Cullingford
 Cllr Vernon Wood

093/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Peter Shoesmith.

094/21 DISCLOSURES OF INTEREST

No disclosures of interest were received.

095/21 PUBLIC QUESTIONS

A local resident was in attendance to take an interest in the work of the parish council.

Response: members thanked the parishioner for attending.

096/21 MINUTES

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

097/21 MATTERS ARISING (copy attached to record Minutes)

Members received and considered a list of matters arising from the Minutes of previous meetings.

It was RESOLVED: That the report be noted.

098/21 CHAIRMAN'S REPORT

Cllr Ayears declined to offer a report to the meeting.

It was RESOLVED: That the item be noted.

099/21 FINANCE

Members received and considered matters ongoing under the auspices of parish council finance:

i) Schedule of accounts received and paid for the period 01.11.21 – 30.11.21 totalling £78,349.48 (attached to record Minutes).

It was RESOLVED: That the schedule of accounts received and paid for the period 01.11.21 to 30.11.21, totalling £78,349.48 be approved.

ii) Members received and considered invoices presented by the Clerk, which had been circulated via email ahead of the meeting.

It was RESOLVED: That the invoices be approved.

iii) Correspondence: *RCC Ground Rent* (attached to record Minutes). The Cricket Club Treasurer had written to object to an increase in ground rent for the Club assumed to be up to double the rent for 2021-22. Members agreed that 20% increases were to be applied to all items across the council's list of fees and charges.

It was RESOLVED: That the correspondence be noted and a reply sent.

iv) Parish council budget for financial year 2022-23. The recalculated budget for 2022-23 had been circulated with the Agenda. Further budget savings had been identified, resulting in a proposed precept increase of £15.08%. Savings had been identified and a slight uplift in Band D numbers had been approved by Guildford Borough Council. A vote was undertaken, the result of which was unanimous approval of the budget, albeit reluctantly.

It was RESOLVED: That the budget for 2022-23 be approved.

v) Precept 2022-23. Members voted on the proposed precept requirement needed to service the budget for 2022-23. The vote was unanimously in favour.

It was RESOLVED: That the precept for 2022-23 be approved and the requirement sent to Guildford Borough Council.

100/21 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Ripley Public Loos and the public consultation; dog glove provision; and management objectives for White Hart car park were suggested.

101/21 DATE OF THE NEXT PARISH COUNCIL MEETING

The next meeting of the parish council was scheduled to take place on Thursday 20th January 2022, at Ripley Primary School at 1930hrs. Cllr Gill offered apologies for the January meeting.

The meeting closed at 1815hrs.

Date:

Chairman



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**MATTERS ARISING from the MINUTES of RIPLEY PARISH COUNCIL MEETING held on
TUESDAY 14th DECEMBER 2021 at 1800HRS.**

160/20 PLANNING & ENVIRONMENT

ACTION ARISING: Promote Climate Action Working Group on Ripley Reporter.

056/21 CHAIRMAN'S REPORT

ACTION ARISING: Arrange meeting with Taylor Wimpey representatives to discuss traffic mitigation objectives.

085/21 CHAIRMAN'S REPORT

ACTION ARISING: Book Ripley Cricket Club for a further Volunteers' Drop-In Evening, and promote local volunteers.

088/21 PLANNING & ENVIRONMENT

ACTION ARISING: Respond to S554 Order application for Ripley Primary School.

089/21 LEISURE & FACILITIES

ACTION ARISING: Liaise with Rotary and Send Parish Council regarding the Platinum Jubilee.

090/21 COMMUNICATION & LIAISON

ACTION ARISING: Book Zero Carbon Guildford for the Annual Parish Meeting.

099/21 FINANCE

ACTION ARISING: Enter parish council's precept requirement.

Unity Current

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2021	UK Debt Management Office	DDPWLB	11,906.18			4700	110	11,906.18	Loan repayments
02/12/2021	Apple Distribution Ltd	CD2126	2.49			4175	103	2.49	iCloud 250GB
02/12/2021	Ryman Ltd	CD2127	14.45		2.41	4176	103	12.04	2022 diary
02/12/2021	Guildford Borough Council	CD2128	21.00			4033	109	21.00	Temporary Event
02/12/2021	Parallels	CD2129	79.99			4175	103	79.99	Notice
02/12/2021	Guildford Lock & Safe	CD2130	46.90		7.82	4101	201	39.08	Parallels subscription
02/12/2021	Richardsons	CD2131	30.00		5.00	4005	107	25.00	Keys
									Gift R&S Matters
02/12/2021	EVAQ8	CD2132	60.48		10.08	4033	109	50.40	editor
02/12/2021	Lloyds Bank Commercial Card	CD2133	3.00			4043	104	3.00	Hand sanitiser
10/12/2021	ECOTRICITY	DDECO	10.76		0.51	4025	207	10.25	Card charge
14/12/2021	Countryside Contracts Ltd	2021086	108.00		18.00	4153	202	90.00	Electricity sup[ply
14/12/2021	Cllr S Powell-Cullingford	2021087	31.43			4033	109	31.43	Autumn cut
14/12/2021	Society Local Council Clerks	2021088	289.00			4021	102	289.00	Comestibles
14/12/2021	Jim Morris	2021089	165.00			4280	210	165.00	SLCC annual sub
14/12/2021	GeoXphere Ltd	2021090	63.00		10.50	4031	102	52.50	Locking
14/12/2021	HM Revenue and Customs	2021092	1,969.83			4001	101	1,969.83	Mapping
14/12/2021	Guildford Borough Council	DDGBC	555.00		92.50	4302	206	462.50	Q3
22/12/2021	Yu Energy Retail Ltd	DDYU	148.44			4173	103	148.44	Q3
									Electricity erroneous
29/12/2021	Standard Life Assurance LTD	STDLF				4009	101		DD
						4002	101		Employee
									contribution
									Employer
									contribution
31/12/2021	Jim Morris	2021091				4000	101		December
31/12/2021	Unity Trust Bank	DDUNITY	0			4043	104	0	Credit handling
						4043	104	38.40	Service charge Q3

Total Payments:

17,500.50

0.00

146.82

17,353.68



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**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.

Handwritten signature/initials

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

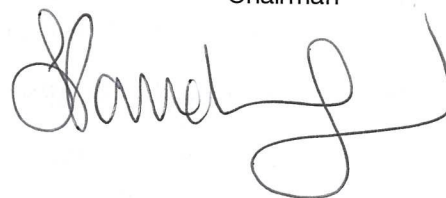
The next meeting of the parish council's Planning & Environment Committee was scheduled to take place on Monday 29th November 2021, at Ripley Primary School.

The meeting closed at 1855hrs

Date:

29-11-21

Chairman





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**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE MEETING
held on MONDAY 29th NOVEMBER 2021 at 1800HRS at RIPLEY PRIMARY SCHOOL**

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

P&E 066/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Rowland Cornell and Cllr Peter Shoesmith.

P&E 067/21 DISCLOSURES OF INTEREST

No disclosures of interest were received.

P&E 068/21 MINUTES

The Minutes of the meeting held on Monday 8th November 2021 were received, confirmed, and signed as a true and correct record by the Chairman.

P&E 069/21 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/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

Ripley Parish Council objects to Planning Application ref 21/P/02099. The application is not consistent with Lovelace Neighbourhood Plan Policy LNPBE2, which supports proposals relating to agricultural use where it is demonstrated that:

- a) They are consistent with agricultural or horticultural activity.
- b) They do not cause significant nuisance to neighbours by way of noise, smell, light pollution, increased carbon emissions or other nuisance.

The applicant cannot claim that these objectives can be met under this proposal, and the application must therefore be refused at the earliest opportunity.

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

Ripley Parish Council objects to Planning Application ref 21/P/02164. The proposal will need to meet the parking standards set out in Lovelace Neighbourhood Plan Policy LNPI4: Residential Parking:

a) all developments must provide sufficient provision for off-street parking within their own boundaries and, as a minimum, comply with the adopted standards.

b) Parking bays on plot must be a minimum of 6m x 2.6m, or 7m x 2.6m if parallel parked [...].

c) Proposals to increase the number of bedrooms in a property, where this requires planning permission, must include a commensurate increase in the number of off-street car parking spaces.

d) Minimum parking standards required are:

iv. 3 bedroom or larger dwelling: 3 car spaces.

21/P/02273

Location: Land at Tithebarns Farm, Tithebarns Lane, Send, GU23 7LE.

Proposal: Removal of Condition 6 (electric vehicle charging points) of planning permission 19/P/02240, approved on 28/07/2020.

Contact: Becky Souter rebecca.souter@guildford.gov.uk

Ripley Parish Council objects to Planning Application ref 21/P/02273. Guildford Borough Council has declared a climate emergency and any attempts by organisations to resist objectives to mitigate CO² emissions must be overruled at the earliest opportunity.

21/P/01582

Location: Land at Wisley Airfield, Hatch Lane, Ockham, GU23 6NU.

Proposal: Detailed application for engineering operations to form a new roundabout, stub road and priority junction access,

Contact: Hannah Yates hannah.yates@guildford.gov.uk

Ripley Parish Council noted Planning Application ref 21/P/01582 was to appear before the GBC Planning Committee at its forthcoming meeting. The parish council's original comments would be taken into account.

P&E 070/20 PLANNING & ENVIRONMENT

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

i) Correspondence: *Affordable Housing Update*.

It was RESOLVED: That the correspondence be noted.

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

It was RESOLVED: That the consultation be noted and considered at a future meeting.

iii) Guildford Borough Council Public Conveniences Review. Members received and considered information from Guildford Borough Council relating to its proposals to close public conveniences across the town and wider borough. A Public Consultation would be held in January.

It was RESOLVED: That the Review be noted and a response entered in favour of keeping Ripley loose open.

iv) Former Wisley Airfield Community Liaison Group. There were no recent meetings to report.

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 071/20 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 20th December 2021, should there be any applications in need of consideration, at Ripley Primary School. In the event that no applications had been submitted, the next meeting would be held on Monday 10th January 2022.

The meeting closed at 1900hrs

Date:

20-12-21

Chairman





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**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE MEETING
held on MONDAY 20th DECEMBER 2021 at 1800HRS at RIPLEY PRIMARY SCHOOL**

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

P&E 072/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Richard Ayears, and Cllr Peter Shoesmith.

P&E 073/21 DISCLOSURES OF INTEREST

Cllr Wood disclosed an interest in Planning Application ref 21/P/02359. Cllr Wood owned property adjacent to the development site.

P&E 074/21 MINUTES

The Minutes of the meeting held on Monday 29th November 2021 were received, confirmed, and signed as a true and correct record by the Chairman.

P&E 075/21 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/P/02359

Location: 13 Hedgecroft Cottages, Newark Lane, Ripley, GU23 6DD.

Proposal: Proposed first floor side extension.

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

Ripley Parish Council supports Planning Application ref 21/P/02359.

21/P/02267

Location: 1-2 London House, High Street, Ripley, GU23 6AA.

Proposal: Proposed outside decking area at the front of the restaurant with retractable canopies above ground floor windows.

Contact: Kieran Cuthbert kieran.cuthbert@guildford.gov.uk

Ripley Parish Council objects to Planning Application ref 21/P/02267. The proposal has not been significantly altered following the withdrawal of Application ref 21/P/01326, and the council's previous comments, that the submitted drawings do not accurately reflect the profile of the footway outside London House, therefore remain relevant. As previously stated, the footway is stepped, with adjacent tactile paving to the east and a substantial lamp column to the west. A Guildford-bound bus shelter is

also adjacent to the site. This proposal does not allow for the minimum standard 1.2m footway width across the frontage of the café and cannot be approved until this matter is addressed.

P&E 076/20 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered open and closed Planning Enforcement cases. Two cases had been closed.

P&E 077/20 PLANNING & ENVIRONMENT

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

i) Have your say: A consultation on draft recommendations for ward boundaries in Guildford Borough Council (closing date 07.02.2022). The Local Government Boundary Commission' recommendation was to merge Lovelace with Send, to be represented by three borough councillors.

It was RESOLVED: That the consultation be noted and passed to full council.

ii) Surrey Hills AONB Boundary Review Consultation (closing date 31.01.2022).

It was RESOLVED: That the consultation be noted.

iii) Correspondence: *The Three parishes group*. Ockham Parish Council had suggested a joint Planning Working Group be formed to assess matters affecting parishes in the east of the borough.

It was RESOLVED: That Cllr Powell-Cullingford attend future meetings of the Working Group to represent Ripley Parish Council.

iv) Correspondence: *Flooding at Papercourt Lane*. A local resident had contacted the council regarding flooding issues experienced by properties on Papercourt Lane. Members noted the correspondence and suggested contacting the representative for Lovelace Ward, and responding to any future planning applications to insist on SuDS forming part of any development proposals.

It was RESOLVED: That the correspondence be responded to.

v) Local Plan part 2, regulation 19 consultation. Guildford Borough Council had sent notification of an upcoming Consultation on part 2 of the Local Plan.

It was RESOLVED: That the item be noted.

vi) Former Wisley Airfield Community Liaison Group. No updates were available.

It was RESOLVED: That the item be noted.

vii) Community Land Trust. No updates were available.

It was RESOLVED: That the item be noted.

P&E 077/20 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 10th January 2022.

The meeting closed at 1900hrs

Date:

10/1/22



Chairman

APPENDIX BREAK PAGE

Shining a light on the planning process in a seminar for Borough and Parish Councils

Last week our Planning Team, led by Tom Hunt Lead Councillor for Development Management, held an online seminar with the Parish Councils in our borough to help them understand how planning development is managed in our borough. This is part of our ongoing work to improve openness and transparency and work more closely with our partners and agencies.

Following suggestions from Parish Councils, the session covered many areas of Planning Development Control and Enforcement. This included how planning enforcement works, processes and Section 106 funding.

Councillor Tom Hunt, Lead Cllr for Development Management, said: "The online seminar was a great opportunity to discuss many high priority development and planning areas for residents. Officers explained processes, shared challenges and frustrations and answered questions from parish councillors. By sharing the nuances of the planning process, we hope that it will be easier for Parish Councils to support residents.

"As with the rest of the country, we've been receiving a higher level of applications since mid-2020. With increased demand has come delays and we have not been able to provide our usual level of service. Last year we temporarily suspended our pre-application service to help us meet the demand, and although we are still working through the backlog of applications, we are getting back on track."

Ian Symes, Chairman of Effingham Parish Council, added: "It was a very successful meeting. I would certainly vote for these meetings to be held regularly as it does give parish councils a forum to speak directly to officers and members."

Press contact: Sophie Dyer, Policy Officer
(Communications) sophie.dyer@guildford.gov.uk

APPENDIX BREAK PAGE

Local Plan Part 2 – consultation starts 7 January

Help shape the borough's future by commenting on our proposed Local Plan: Development Management Policies in our consultation from 7 January to 18 February.

This Proposed Submission Local Plan: Development Management Policies follows on from the Local Plan: strategy and sites 2015-2034 that was adopted in April 2019 and sets out the detailed development management policies for the whole borough.

Development Management Policies are a series of documents which give guidance to developers so that they will build in a way which we have asked them to. The policies do not replace the adopted Local Plan: strategy and sites 2015-2034 or include areas that are already covered by national policies. We are asking residents to comment as part of the formal process.

When adopted the new plan will play an important role in protecting and enhancing our natural and built environments, developing our local economy, improving leisure and visitor facilities, and supporting more sustainable forms of travel.

Leader of the Council, Cllr Joss Bigmore said: "While the policies have been created with the comments from last year's consultation this is another chance for everyone to have their say on how we manage development across our borough.

"The draft Local Plan, and all the policies that it contains is so important. Our proposed policies cover topics such as heritage, biodiversity, design, infrastructure and transport. They include strong requirements for carbon emissions for new builds. They follow sustainable practice by prioritising

total energy efficiency. They also require improved design and construction, better insulation, and efficient heating and lighting.

“There are lots of ways to view the documents and submit your comments. We look forward to hearing from you.”

This is our second consultation on the second part of the local plan. Last summer we asked people to give their views on the preferred options for policies in the Plan, which helped us write the policies. This consultation is part of the legal process that all local plans must follow. It gives the public and other interested parties the opportunity to comment on the proposed Local Plan. Comments made at this stage will be analysed by the Planning Policy team and will be submitted to the Planning Inspector for consideration as part of the Local Plan examination.

The six-week consultation runs from midday on 7 January 2022 to midday on 18 February 2022.

Ways to view the documents

[The Proposed Submission Local Plan: Development Management Policies, supporting documents and key evidence](#) will be available to view:

- on our website
- at Guildford Borough Council offices, Millmead House, Millmead, Guildford, Surrey GU2 4BB during office hours (excluding Bank Holidays).
- during normal opening hours (excluding Bank Holidays) at Guildford Library, Ash Library, Horsley Library and Shere Diamond Jubilee Library.

Ways to submit written comments

Consultation feedback must be provided in writing. Please ensure all comments clearly state and identify which paragraph number or policy they relate to in the Local Plan document.

You can do this in a number of ways:

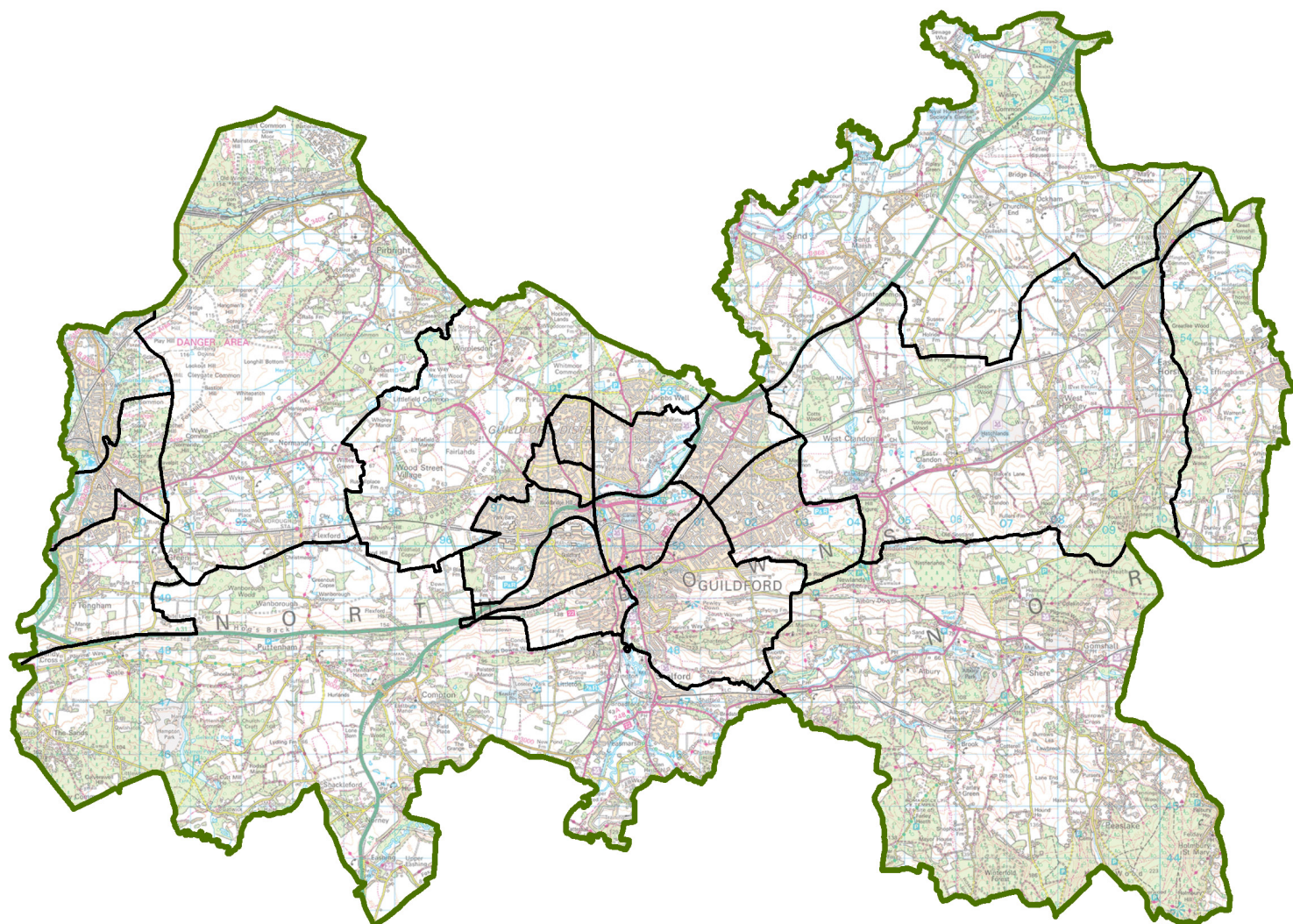
- complete the [online questionnaire](#).
- email to localplan@guildford.gov.uk

- post to: Planning Policy Team, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB
- completing a paper questionnaire or writing to: Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey GU2 4BB.
- Paper copies of the questionnaire are available from the Council's Millmead office reception and local libraries. Please note that verbal or anonymous comments cannot be taken into consideration.

Once adopted the draft Local Plan part 2 will, together with the adopted Local Plan: Strategy and Sites (LPSS), fully replace the policies that still remain from the existing Local Plan 2003.

Press contact: Sophie Dyer, Policy Officer
(Communications) sophie.dyer@guildford.gov.uk

APPENDIX BREAK PAGE



New electoral arrangements for Guildford Borough Council Draft Recommendations

November 2021

Translations and other formats:

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:

Tel: 0330 500 1525

Email: reviews@lgbce.org.uk

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A note on our mapping:

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

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Introduction

Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.¹ We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- Professor Colin Mellors OBE (Chair)
- Andrew Scallan CBE (Deputy Chair)
- Susan Johnson OBE
- Peter Maddison QPM
- Amanda Nobbs OBE
- Steve Robinson
- Jolyon Jackson CBE (Chief Executive)

What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

¹ Under the Local Democracy, Economic Development and Construction Act 2009.

6 More detail regarding the powers that we have, as well as the further guidance and information about electoral reviews and review process in general, can be found on our website at www.lgbce.org.uk

Why Guildford?

7 We are conducting a review of Guildford Borough Council ('the Council') as the last review was completed in 1998, and we are required to review the electoral arrangements of every council in England 'from time to time'.² In addition, some councillors currently represent many more or fewer electors than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where the number of electors is as equal as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The wards in Guildford are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of electors represented by each councillor is approximately the same across the borough.

Our proposals for Guildford

9 Guildford should be represented by 48 councillors, the same as present.

10 Guildford should have 20 wards, two fewer than present.

11 The boundaries of 19 wards should change; three will stay the same.

How will the recommendations affect you?

12 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

13 Our recommendations cannot affect the external boundaries of the borough or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not affect local taxes, house prices, or car and house insurance premiums and we are not able to consider any representations which are based on these issues.

² Local Democracy, Economic Development & Construction Act 2009 paragraph 56(1).

Have your say

14 We will consult on the draft recommendations for a 10-week period, from 30 November 2021 to 7 February 2022. We encourage everyone to use this opportunity to comment on these proposed wards as the more public views we hear, the more informed our decisions will be in making our final recommendations.

15 We ask everyone wishing to contribute ideas for the new wards to first read this report and look at the accompanying map before responding to us.

16 You have until 7 February 2022 to have your say on the draft recommendations. See page 27 for how to send us your response.

Review timetable

17 We wrote to the Council to ask its views on the appropriate number of councillors for Guildford. We then held a period of consultation with the public on warding patterns for the borough. The submissions received during consultation have informed our draft recommendations.

18 The review is being conducted as follows:

Stage starts	Description
19 January 2021	Number of councillors decided
26 January 2021	Start of consultation seeking views on new wards
2 August 2021	End of consultation; we began analysing submissions and forming draft recommendations
30 November 2021	Publication of draft recommendations; start of second consultation
7 February 2022	End of consultation; we begin analysing submissions and forming final recommendations
3 May 2022	Publication of final recommendations

Analysis and draft recommendations

19 Legislation³ states that our recommendations should not be based only on how many electors⁴ there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

20 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

21 We work out the average number of electors per councillor for each local authority by dividing the electorate by the number of councillors, as shown in the table below.

	2020	2027
Electorate of Guildford	103,253	118,226
Number of councillors	48	48
Average number of electors per councillor	2,151	2,463

22 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All our proposed wards for Guildford will have good electoral equality by 2027.

Submissions received

23 See Appendix C for details of the submissions received. All submissions may be viewed on our website at www.lgbce.org.uk

Electorate figures

24 The Council submitted electorate forecasts for 2026, a period five years from the originally scheduled publication of our final recommendations in 2021. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 13% by 2026.

25 During the consultation on ward boundaries, we were made aware by the Council and Send Parish Council that errors had been made by the Council regarding the forecast electorate in the existing Effingham, Lovelace and Send wards. After analysing the information provided by the Council and Send Parish

³ Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

⁴ Electors refers to the number of people registered to vote, not the whole adult population.

Council, we decided to accept a revised forecast from the Council that corrected these mistakes, resulting in an overall increase in the electorate for the borough of approximately 15% by 2027.

26 As a result of delays to this review, the publication year of our final recommendations has changed to 2022. We are content that the original 2026 forecast is a reasonable estimate of the forecast number of electors likely to be present in the authority in 2027. We have used these figures to produce our draft recommendations.

Number of councillors

27 Guildford Borough Council currently has 48 councillors. The Council proposed to retain this number, while the Labour Group submitted a proposal to decrease councillor numbers by two to 46. We have looked at all the evidence provided and determined that the Council provided the best evidence regarding councillor numbers for Guildford. The Council provided strong evidence highlighting how the current number of councillors would continue to ensure governance, scrutiny and representational requirements are met.

28 We therefore invited proposals for new patterns of wards that would be represented by 48 councillors – for example, 48 one-councillor wards, 24 two-councillor wards, 16 three-councillor wards, or a mix of one-, two- and three-councillor wards.

29 We received one submission about the number of councillors in response to our consultation on warding patterns. The submission argued that there are too many councillors but did not propose an alternative number nor provide evidence as to how the authority would operate under an alternative council size. Therefore, we have decided to base our draft recommendations for Guildford on a pattern of wards comprising 48 councillors.

Ward boundaries consultation

30 We received 42 submissions in response to our consultation on ward boundaries. These included a borough-wide proposal from the Council. The remainder of the submissions provided localised comments for warding arrangements in particular areas of the borough.

31 The Council's borough-wide scheme provided for a mixed pattern of one-, two- and three-councillor wards for Guildford. We carefully considered the proposals received and were of the view that the proposed patterns of wards resulted in good levels of electoral equality in most areas of the authority and generally used identifiable boundaries.

32 Consequently, our draft recommendations are based predominantly on the Council's proposals. However, in some areas of the borough, we have also taken into account local evidence that we received, which provided evidence of community links and locally recognised boundaries. In some areas, we considered that the proposals did not provide for the best balance between our statutory criteria, so we identified alternative boundaries.

33 Given the travel restrictions, and the social distancing, arising from the Covid-19 outbreak, there was a detailed virtual tour of Guildford. This helped to clarify issues raised in submissions and assisted in the construction of the draft recommendations.

34 We also received a small number of submissions that referred to parliamentary constituency boundaries. We have no role to play in setting these, which are the responsibility of the Boundary Commission for England – a separate body.

Draft recommendations

35 Our draft recommendations are for 10 three-councillor wards, eight two-councillor wards and two single-councillor wards. We consider that our draft recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

36 The tables and maps on pages 8–23 detail our draft recommendations for each area of Guildford. They detail how the proposed warding arrangements reflect the three statutory⁵ criteria of:

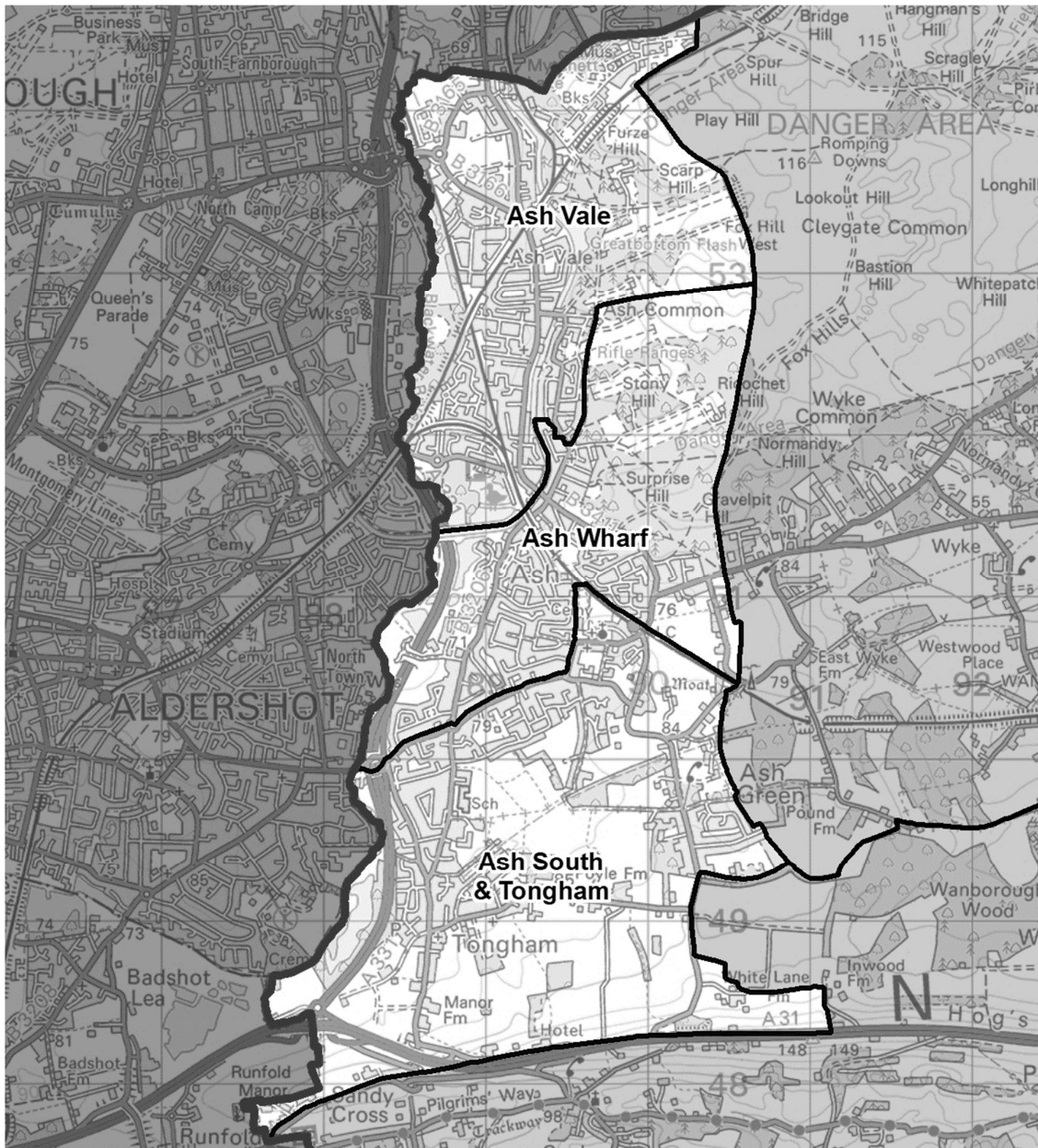
- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

37 A summary of our proposed new wards is set out in the table starting on page 33 and the large map accompanying this report.

38 We welcome all comments on these draft recommendations, particularly on the location of the ward boundaries, and the names of our proposed wards.

⁵ Local Democracy, Economic Development and Construction Act 2009.

Ash and Tongham



Ward name	Number of councillors	Variance 2027
Ash South & Tongham	3	3%
Ash Vale	2	10%
Ash Wharf	2	10%

Ash South & Tongham

39 A high level of development is expected in the south of Ash and Tongham, which would result in the existing ward being under-represented by 2027. The Council therefore decided to transfer Rowan Field parish ward from the existing Ash

South & Tongham ward to their proposed Ash Wharf ward, following the county division boundary in its entirety. This would result in an Ash South & Tongham ward with a forecast electoral variance of 3%.

40 We have decided to adopt the Council's proposal as part of our draft recommendations. Their proposal ensures good electoral equality for the ward and following the division boundary will ensure effective and convenient local government.

41 A local resident opposed combining the south of Ash in a ward with Tongham, suggesting that the two areas are distinct from each other. However, a single-councillor ward for Tongham parish would result in an electoral variance of 11%, which is a slightly higher electoral variance than what we would usually accept. We also agree with the Council that transferring Tongham into a ward with the parishes that comprise the existing Pilgrims ward would not reflect the local pattern of communities, where the A31 represents a strong, identifiable boundary.

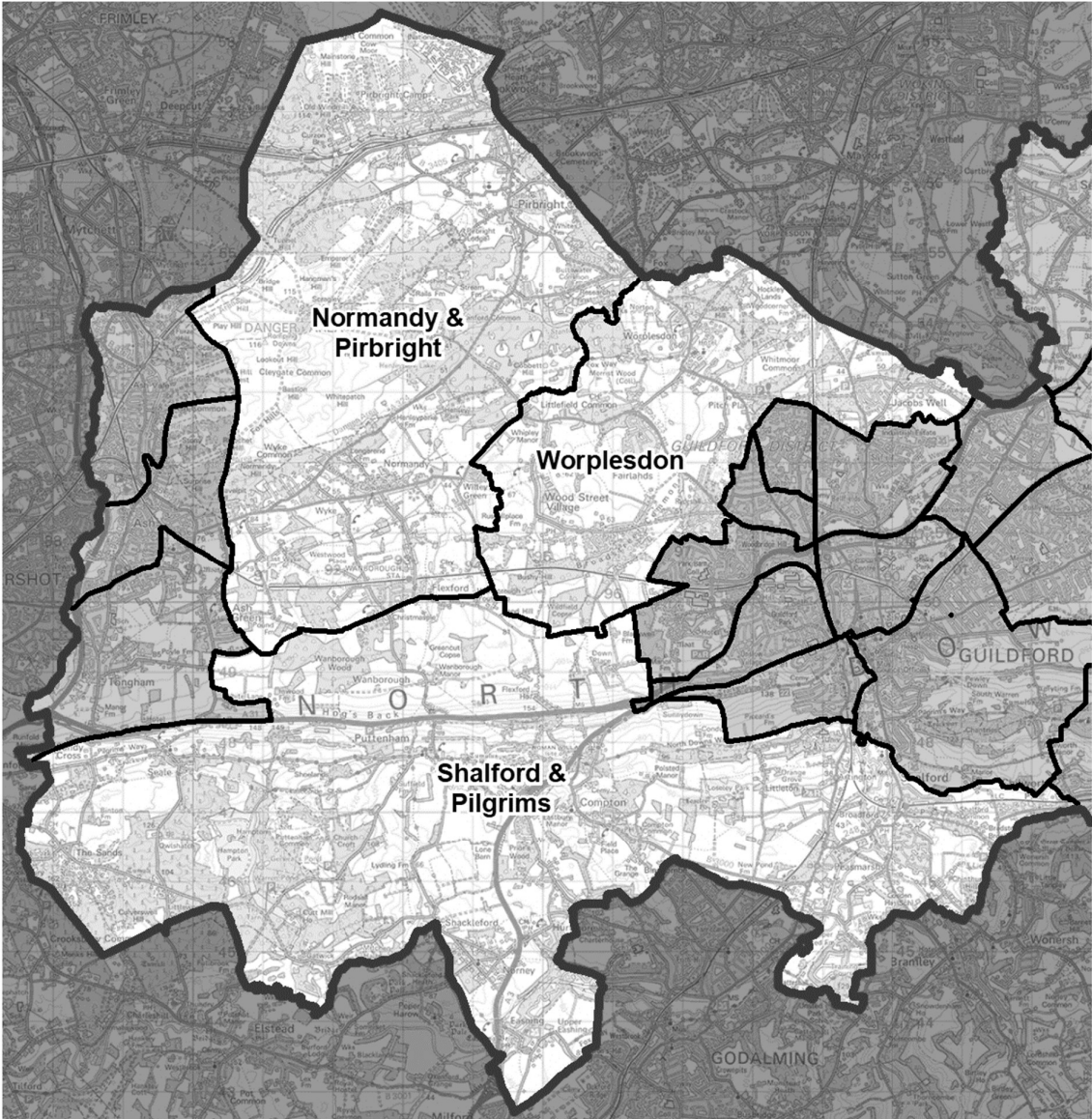
Ash Vale and Ash Wharf

42 Our draft recommendations for these wards are based on the Council's proposals, which proposed to move the boundary between the two wards from Vale Road to north of Foxhurst Road cul-de-sac, resulting in Ash Vale ward incorporating several roads south of Heath Vale Bridge Road that are currently in Ash Wharf ward. This warding arrangement results in good electoral equality for both wards and we are content it will effectively reflect community identities in the area.

43 A local resident suggested that the Ash area should be allocated eight councillors rather than seven, as at present, due to residential development. We decided not to adopt this proposal, deeming that insufficient evidence had been provided to justify an increase in the total number of councillors representing Ash and the whole authority.

44 Another local resident requested that the Ash area be included in Rushmoor borough given the proximity of Ash to Aldershot and Farnham. However, changing the external boundaries between local authorities falls outside the scope of this electoral review.

Western parishes



Ward name	Number of councillors	Variance 2027
Normandy & Pirbright	2	-5%
Shalford & Pilgrims	3	-8%
Worplesdon	3	1%

Normandy & Pirbright

45 We received five submissions that related to the parishes of Normandy and Pirbright. The Council proposed to merge the existing single-councillor Normandy and Pirbright wards, stating that the ‘respective wards each have a distinctive village with outlying smaller settlements and share similar topography’. Pirbright Parish

Council and three local residents provided evidence demonstrating how the current wards reflect communities in the area.

46 Under the present warding arrangement, Pirbright ward is anticipated to be over-represented by 2027, with a forecast electoral variance of -15%. This means we are unable to retain the existing ward if we are to ensure good electoral equality. We consider that the Council's proposal to unite the two parishes in a two-councillor Normandy & Pirbright ward to be the best solution to remedy this over-representation, creating a ward with a forecast electoral variance of -5% by 2027.

47 We were not persuaded to adopt a local resident's proposal to link Normandy with either Wanborough or Worplesdon, as either suggestion would result in poor electoral equality for our proposed Shalford & Pilgrims and Worplesdon wards.

Shalford & Pilgrims

48 We have based our recommendations for this area of the borough on the Council's proposals, which merged the existing Pilgrims and Shalford wards into a larger three-councillor Shalford & Pilgrims ward to achieve good electoral equality. The existing Pilgrims ward is projected to have poor electoral equality by 2027, with a forecast variance of -16%. We agree with the Council that this ward has good internal road links along the A3, A31 and B3000. Our draft recommendations result in a three-councillor Shalford & Pilgrims ward with an electoral variance of -8% by 2027.

49 A local resident opposed the existing Shalford ward, suggesting Shalford village shares more in common with the south of Guildford town and Chilworth village, rather than with the rural communities to the east. In this particular case, we were not persuaded that enough community evidence had been provided for us to include Shalford parish within a Guildford town ward. Nonetheless, we would welcome any comments regarding this decision during the current consultation.

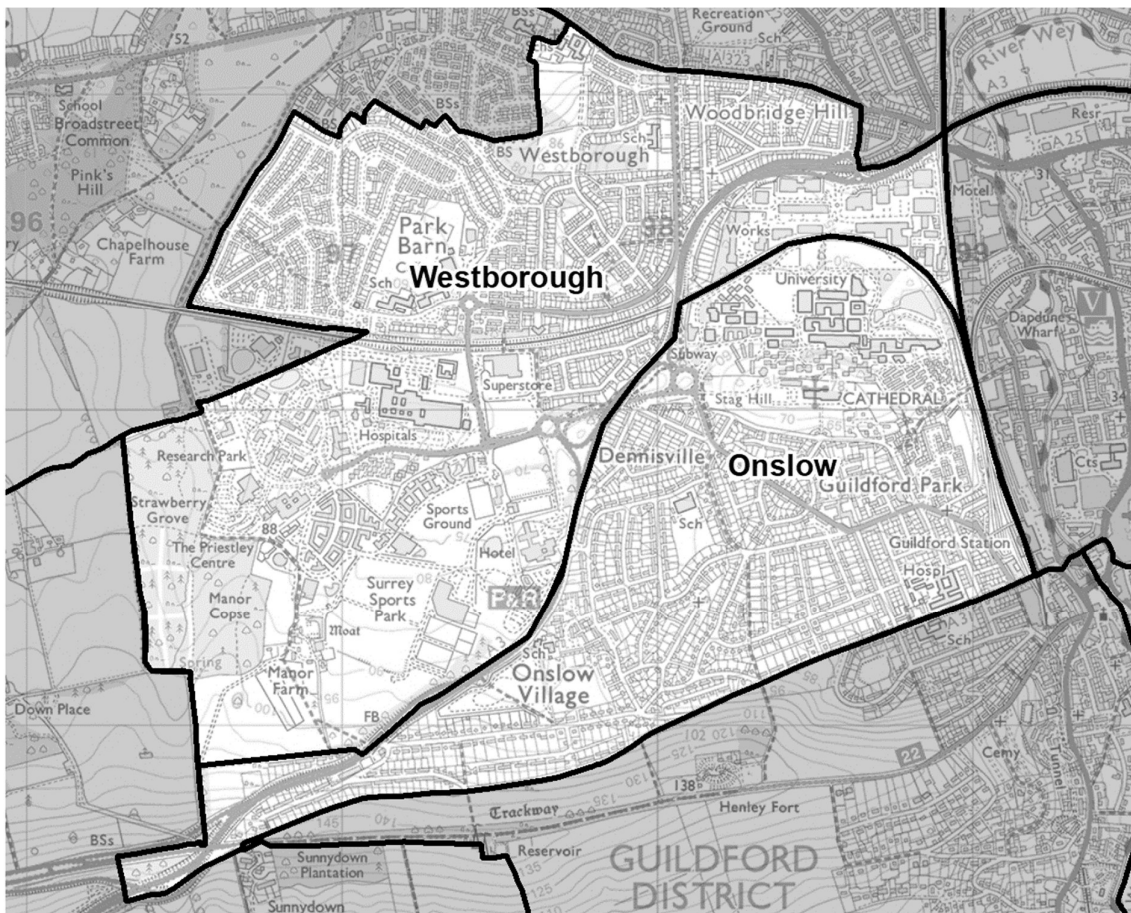
50 Another local resident suggested that Chilworth village, which is split across the parishes of Shalford and St Martha, be fully contained within either parish. This, however, falls outside the scope of this electoral review and a community governance review, conducted by the borough council, would be required for this change.

51 Seale & Sands Parish Council suggested that Upper Eashing would fit more appropriately within Waverley borough, while Runfold would fit more appropriately within Guildford borough rather than Waverley. However, changing the external boundaries between the two boroughs falls outside the parameters of this electoral review.

Worplesdon

52 We have based our draft recommendations for Worplesdon ward on the current ward boundaries, as proposed by the Council. The current ward, which is coterminous with the parish boundary, is forecast to have good electoral equality in 2027.

West Guildford

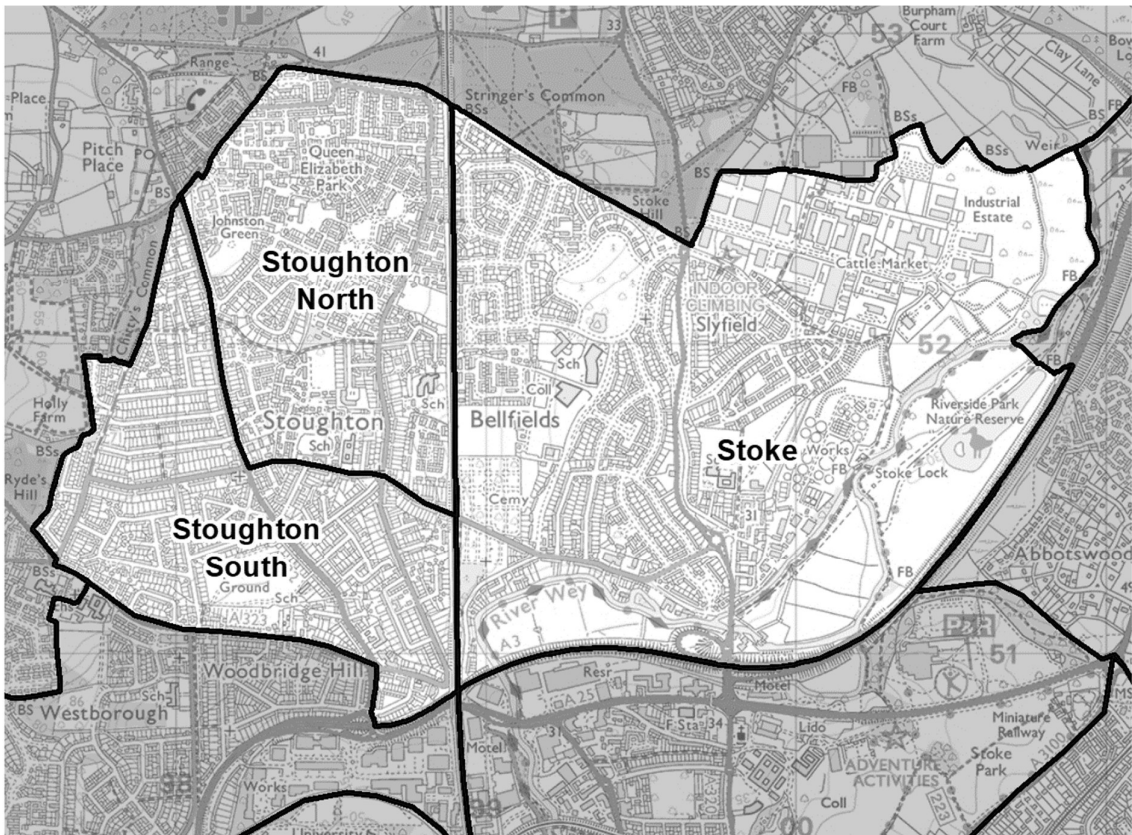


Ward name	Number of councillors	Variance 2027
Onslow	3	-9%
Westborough	3	-10%

Onslow and Westborough

53 We have based our draft recommendations for Onslow and Westborough wards on the Council’s proposals, apart from two modifications. We propose to amend the Council’s boundary, which followed the A3, to instead follow the railway line to reflect road access routes from the A3 into Ash Grove. This would result in Ash Grove, the industrial estate and the business park being incorporated in our proposed Westborough ward. We have also included Beechcroft Drive within Onslow ward to again reflect road access routes from the A3. Under our recommendations, these wards will have good electoral equality in 2027 and will, in our view, reflect community identities.

North Guildford



Ward name	Number of councillors	Variance 2027
Stoke	2	0%
Stoughton North	2	-7%
Stoughton South	2	-5%

Stoke

54 We have decided to retain the existing Stoke ward as part of our draft recommendations, as proposed by the Council. The current ward is anticipated to have good electoral equality in 2027 and we are content that it sufficiently reflects community identities in the area.

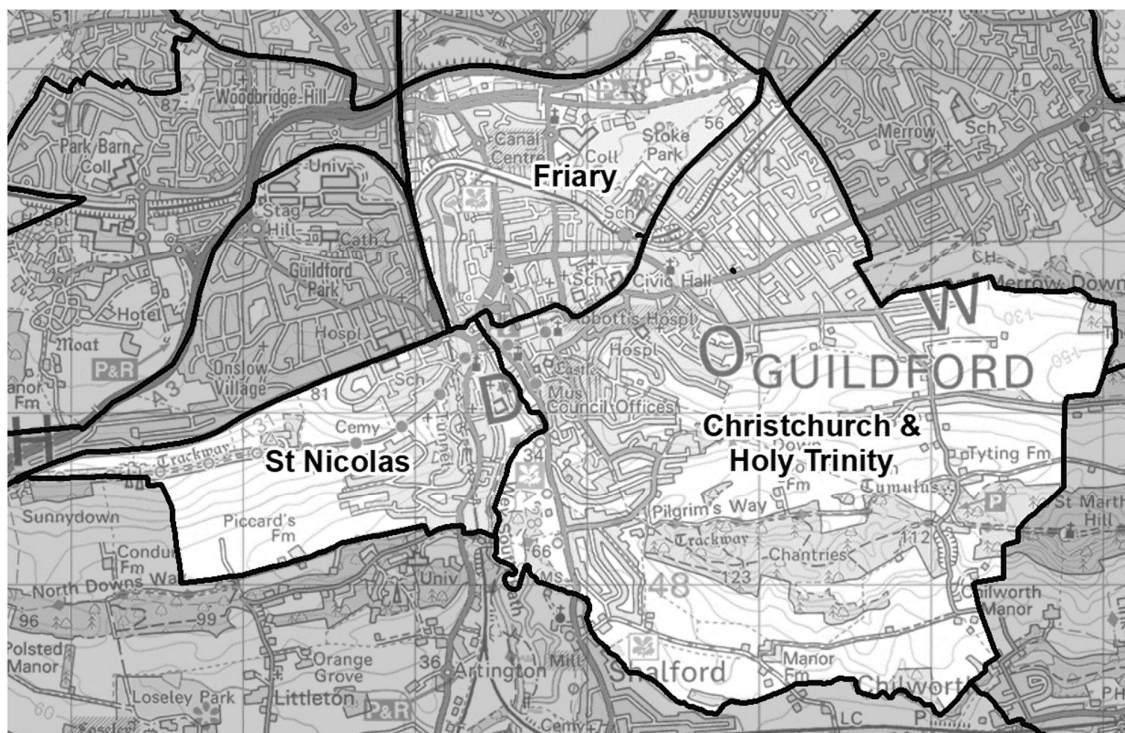
55 A local resident requested that the Slyfield Industrial Estate be fully incorporated in Stoke ward. We could not adopt this proposal as it would result in the creation of a parish ward for Worplesdon parish with no electors, which would not provide for effective and convenient local government. The local resident also suggested that the Jacobs Well area be included within a Burgham or Stoke ward. We decided not to adopt this proposal as it would result in unacceptably high forecast electoral variances of 26% and 20% for our proposed Burgham and Stoke wards, respectively.

Stoughton North and Stoughton South

56 We have accepted the Council's proposed Stoughton North and Stoughton South wards in their entirety. The Council proposed these two-councillor wards to replace the existing three-councillor Stoughton ward, as a result of their proposals for Westborough ward, which is bounded in the north by A323. We consider this to be a clearer boundary than the current one that runs between Byrefield Road and Sheepfold Road. The Council also stated in its submission that Stoughton Recreation Ground, which comprises the Stoughton Youth and Community Centre and currently sits within Westborough ward, would be included in their proposed Stoughton South ward. We consider the recreation ground to be focal point of the Stoughton community and including it in a Stoughton South ward will better reflect community identities and interests in the area.

57 The boundary between our proposed Stoughton North and Stoughton South wards follows Worplesdon Road and Stoughton Road. We determined that these roads would provide for clear and identifiable boundaries. Our Stoughton North and Stoughton South wards will have forecast electoral variances of -7% and -5%, respectively, meaning both wards are anticipated to have good electoral equality by 2027.

Central Guildford



Ward name	Number of councillors	Variance 2027
Christchurch & Holy Trinity	3	3%
Friary	3	7%
St Nicolas	1	-4%

Christchurch & Holy Trinity

58 We are proposing to adopt the Christchurch & Holy Trinity ward proposed by the Council as part of our draft recommendations, subject to boundary changes in the north of the ward, where we propose the boundary follow London Road, as opposed to the edge of Stoke Park. We consider this to be a clearer, more identifiable boundary. We also note that this ward will include Christ Church on Waterden Road, meaning the ward will now include the church from which it takes its name. This was previously not the case, as the church is currently located in Holy Trinity ward.

59 The Council considered proposing a two-councillor Holy Trinity ward and a single-councillor Christchurch ward, but decided not to. The Council determined that a single-councillor ward in the town would not be appropriate, providing no further justification for this point of view. However, the allocation of councillors per ward is firmly based upon how it reflects our statutory criteria and we would recommend a single-councillor ward within the town if we received evidence that it would provide for good electoral equality, reflect communities and aid effective and convenient local

government. We therefore welcome comments regarding this decision during the current consultation.

60 Councillor Booth requested that Kyngeshene Gardens, which is split between the existing Christchurch and Holy Trinity wards, should be wholly contained within Christchurch ward. As a result of proposing a three-councillor Christchurch & Holy Trinity ward, Kyngeshene Gardens will now sit wholly within this ward.

61 A local resident opposed naming some of the wards in Guildford town after churches but did not provide any alternative names. We are therefore retaining them as part of draft recommendations but we also welcome comments on this decision during the current consultation.

Friary and St Nicolas

62 A high level of residential development is expected within the existing three-councillor Friary & St Nicolas ward, resulting in the ward being significantly under-represented by 2027, with a forecast electoral variance of 27%. This therefore necessitated significant changes to the existing ward to meet our statutory criteria.

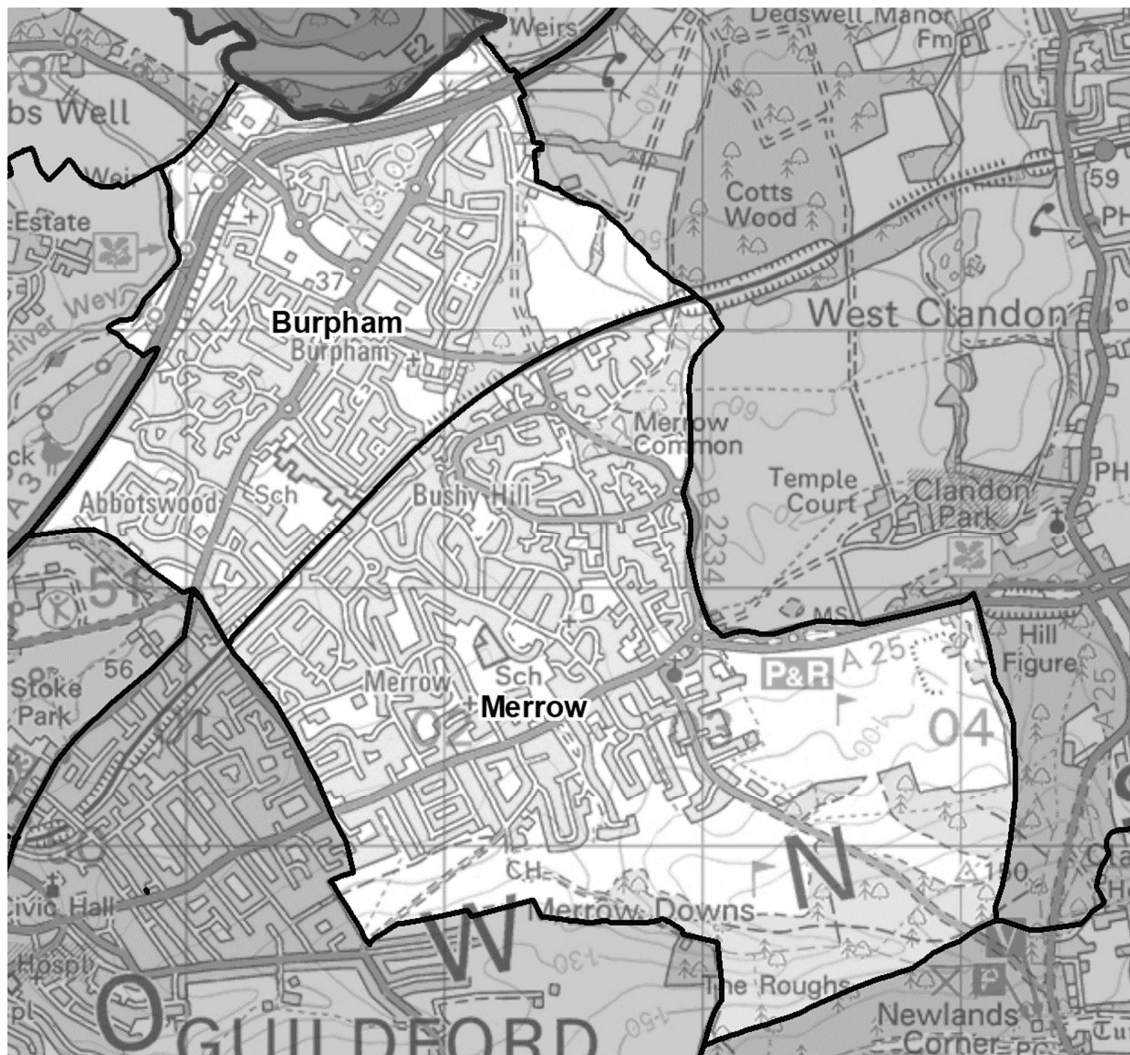
63 The Council proposed a two-councillor Friary ward, bounded by the River Wey to the west, North Street and High Street to the south, the railway line and the edge of Stoke Park to the east, and following the A3 to the north. The Council also proposed a two-councillor St Nicolas & Riverside ward that would combine the St Nicolas area with the area along Walnut Tree Close, where a vast majority of the residential development in the town is taking place.

64 We carefully examined this warding arrangement on our virtual tour of Guildford. While the remainder of our proposed Friary and St Nicolas wards will closely resemble the proposals made by the Council, we consider that the area along Walnut Tree Close would fit more appropriately within Friary ward, with the A31 and Bridge Street representing a strong and identifiable boundary. Consequently, we are recommending a three-councillor Friary ward and a single-councillor St Nicolas ward as part of our draft recommendations. We regard this proposal as the best reflection of our statutory criteria, with our proposed Friary and St Nicolas wards to have forecast electoral variances of 7% and -4%, respectively, by 2027.

65 Our draft recommendations for Friary ward also reflect the strong community evidence provided by a local resident who requested the area bounded by Stoke Road, Chertsey Street, London Road and the railway line be included within Friary ward rather than in Holy Trinity ward, as at present. They stated that electors in this area predominantly look towards the area comprising the existing Friary ward for their local facilities. This submission strengthened our view that our

recommendations for Friary ward will effectively reflect community identities and interests in this area.

East Guildford



Ward name	Number of councillors	Variance 2027
Burpham	2	6%
Merrow	3	2%

Burpham

66 We received five submissions that related to Burpham, coming from the Council, Councillor Potter and a local resident, with two submitted by the Burpham Neighbourhood Forum. The latter three submissions all argued that the current arrangements for Burpham ward should be retained. However, the Council extended the existing Burpham ward, incorporating the roads of Abbotswood, Boxgrove Avenue, Ganghill and Westward Ho. Councillor Potter supported the preservation of the existing Burpham ward but would support the inclusion of the aforementioned roads, stating that they do look towards Burpham for local amenities.

67 We have decided to include the roads of Abbotswood, Boxgrove Avenue, Ganghill and Westward Ho within Burpham ward as part of our draft recommendations. We agree with the Council and Councillor Potter that electors residing in these roads are more likely to share a closer affinity with the rest of the Burpham community, rather than the communities that comprise our proposed Friary and Christchurch & Holy Trinity wards.

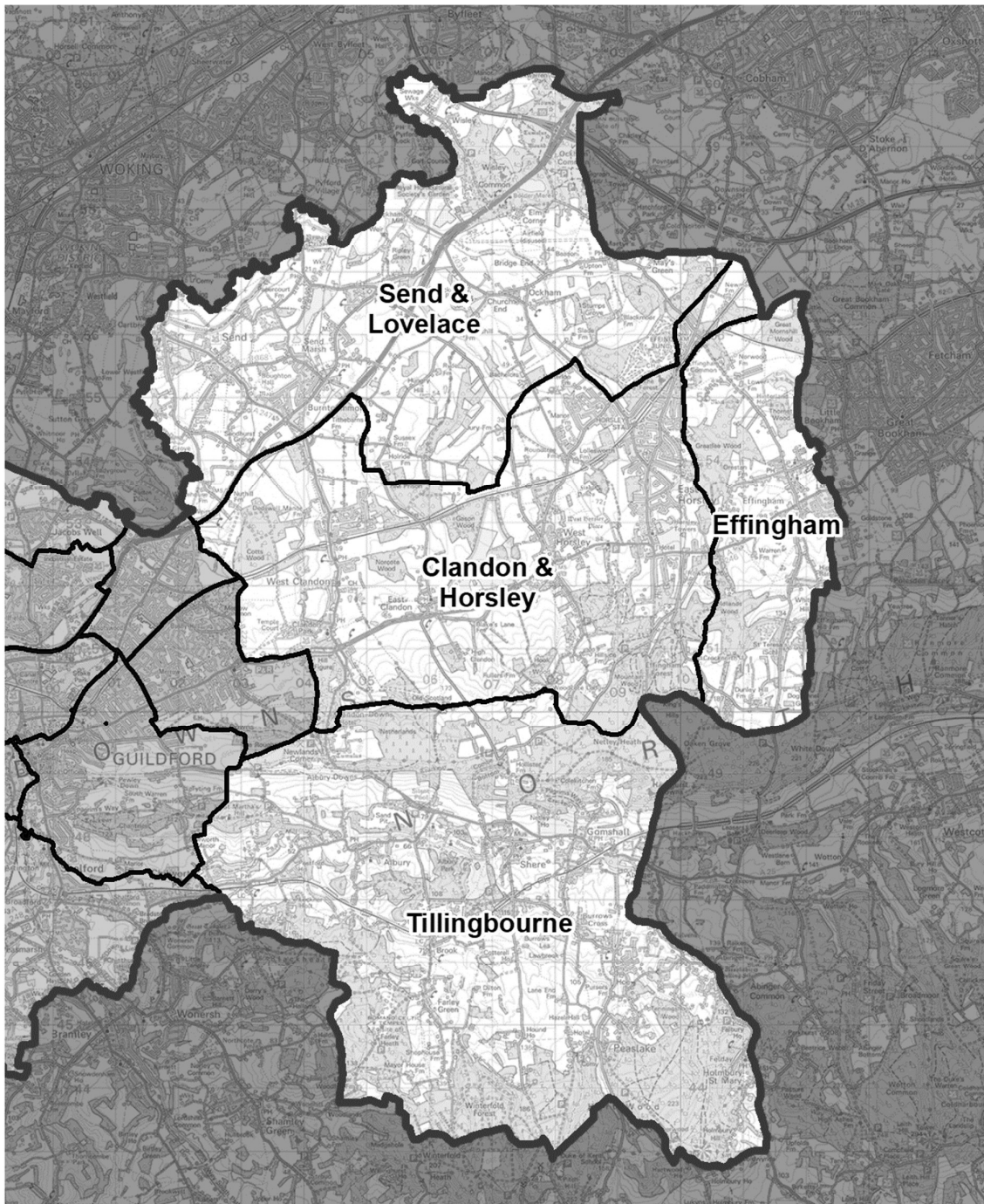
68 Councillor Potter also suggested that the potential development at Gosden Hill be included wholly within Burpham ward. However, the outline of development is split across the existing Burpham ward and West Clandon parish. Therefore, if we included the development entirely within an expanded Burpham ward that incorporated a part of West Clandon parish, it would necessitate the creation of a parish ward for West Clandon with no electors, given any development is expected to begin after the first parish election in 2023. The creation of a parish ward with no electors would not provide for effective and convenient local government, so we have not adopted this proposal as part of draft recommendations.

Merrow

69 We have based our draft recommendations for Merrow ward on the Council's proposals, which expanded the existing ward westwards up to Boxgrove Road, thereby including electors residing in the area covered by the Boxgrove Park Residents' Association within the ward. This was supported by the Merrow Residents' Association, but opposed by Boxgrove Park Residents' Association, who expressed support for the current arrangement which placed the area within Christchurch ward. A local resident supported the retention of the existing ward.

70 We carefully examined all the evidence received concerning this area, particularly because of the diametrically opposing views held by the two resident associations regarding the Boxgrove Park area. As part of our draft recommendations, we have decided to incorporate the Boxgrove Park area within our proposed Merrow ward. Given that the existing Merrow ward is forecast to have an electoral variance of -14% by 2027, we consider that expanding the ward westwards was the most logical solution to address this poor electoral equality, resulting in a proposed Merrow ward that would have a forecast electoral variance of 2%. We also consider that the proposed boundary along Boxgrove Road to be a stronger, more identifiable one than the present one which runs through part of Merrow Copse and divides Greencroft between wards.

Eastern parishes



Ward name	Number of councillors	Variance 2027
Clandon & Horsley	3	6%
Effingham	1	5%
Send & Lovelace	3	3%
Tillingbourne	2	-5%

Clandon & Horsley

71 We received five submissions relating to the area covered by the existing Clandon & Horsley ward. The Council proposed to broadly retain the existing ward (subject to a small modification outlined in paragraph 73), while the Mole Valley Conservative Association suggested a significantly different warding arrangement for the area, proposing a three-councillor East Horsley & Effingham ward, a three-councillor Lovelace & West Horsley ward and a two-councillor Send & West Clandon ward. East Horsley Parish Council, West Horsley Parish Council and West Clandon Parish Council each provided strong evidence in support of keeping the three parishes, and East Clandon parish, together in a single ward.

72 We carefully examined both proposals and have decided to adopt the three-councillor Clandon & Horsley ward, as submitted by the Council and as requested by three of the four constituent parishes. We were persuaded by the evidence received that this ward would best reflect the community identities and interests of the constituent parishes. We also considered the Mole Valley Conservative Association proposal to divide these parishes between three different borough wards would not be reflective of community identities in the area.

73 We have also included Heath View, Heath Way, Berrington Avenue and Orchard Close within our proposed Clandon & Horsley ward, as suggested by the Council. This is due to a Reorganisation of Community Governance Order made by the Council that will include the entirety of these roads within East Horsley parish from 2023. Including these roads within our Clandon & Horsley ward will mean that the proposed borough ward boundary will become coterminous with the new parish boundary at the next local elections, aiding effective and convenient local government.

Effingham

74 Four submissions were received in relation to Effingham during consultation. The Council proposed retaining the existing single-councillor Effingham ward. This was supported by Effingham Parish Council. The Mole Valley Conservative Association suggested combining Effingham parish in a ward with East Horsley parish.

75 Given our decision to adopt a Clandon & Horsley ward, as justified in paragraph 72, we are unable to adopt the East Horsley & Effingham ward as proposed by the Mole Valley Conservative Association. In any case, we consider that our proposals here provide the best balance of our statutory criteria. This is because our proposed Effingham ward will have good electoral equality in 2027 and will reflect community identities, based on the evidence received from the Council and Effingham Parish Council.

76 A local resident suggested that Dirtham Lane, which is in Effingham parish, be placed in East Horsley parish. However, as mentioned in paragraph 50, changing parish boundaries falls outside the scope of this electoral review and is the responsibility of the Council, via a community governance review.

Send & Lovelace

77 We received several submissions relating to the area covered by the existing Send and Lovelace wards, where a high level of residential development is expected, resulting in the need to change the existing wards to ensure good electoral equality. The Council proposed to merge the two wards, creating a three-councillor Send & Lovelace ward. We decided not to adopt the Mole Valley Conservative Association's proposals for a three-councillor Lovelace & West Horsley ward and a two-councillor Send & West Clandon ward given our decision to adopt a Clandon & Horsley ward. The Royal Horticultural Society, which is based in Wisley parish, stated that the parish is 'definably rooted in the history of Lovelace ward', stating further that the A3 represents a barrier with Ockham, with better transport links to Ripley.

78 Ripley Parish Council and a local resident suggested Lovelace ward be represented by two councillors as a result of the development at the former Wisley Airfield. This, however, would result in a forecast electoral variance of -32%. We consider that this variance is too high to accept. Similarly, we were unable to adopt Send Parish Council's request to retain the two-councillor Send ward, as the current ward is forecast to have an electoral variance of -14% by 2027.

79 After careful consideration of evidence received, we have decided to adopt the Council's three-councillor Send & Lovelace ward as part of our draft recommendations. We consider this ward provides the best reflection of our statutory criteria, providing for good electoral equality, with the constituent parishes sharing close road links via the A3 and the B2215.

Tillingbourne

80 We have based our draft recommendations for Tillingbourne ward on the current boundaries, as proposed by the Council and the Mole Valley Conservative Association. The retention of the existing ward was supported by Shere Parish Council. The current ward is forecast to have good electoral equality in 2027 and will reflect community identities, based on the evidence received.

Conclusions

81 The table below provides a summary as to the impact of our draft recommendations on electoral equality in Guildford, referencing the 2020 and 2027 electorate figures against the proposed number of councillors and wards. A full list of wards, names and their corresponding electoral variances can be found in Appendix A to the back of this report. An outline map of the wards is provided in Appendix B.

Summary of electoral arrangements

	Draft recommendations	
	2020	2027
Number of councillors	48	48
Number of electoral wards	20	20
Average number of electors per councillor	2,151	2,463
Number of wards with a variance more than 10% from the average	10	0
Number of wards with a variance more than 20% from the average	1	0

Draft recommendations

Guildford Borough Council should be made up of 48 councillors serving 20 wards representing 10 three-councillor wards, eight two-councillor wards and two single-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

Mapping

Sheet 1, Map 1 shows the proposed wards for Guildford Borough Council. You can also view our draft recommendations for Guildford on our interactive maps at www.consultation.lgbce.org.uk

Parish electoral arrangements

82 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

83 Under the 2009 Act, we only have the power to make changes to parish electoral arrangements where these are a direct consequence of our recommendations for principal authority warding arrangements. However, Guildford Borough Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

84 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Ash.

85 We are providing revised parish electoral arrangements for Ash parish.

Draft recommendations

Ash Parish Council should comprise 12 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Ash South	4
Ash Vale	4
Ash Wharf	4

Have your say

86 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of who it is from or whether it relates to the whole borough or just a part of it.

87 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Guildford, we want to hear alternative proposals for a different pattern of wards.

88 Our website has a special consultation area where you can explore the maps. You can find it at www.consultation.lgbce.org.uk

89 Submissions can also be made by emailing reviews@lgbce.org.uk or by writing to:

Review Officer (Guildford)
LGBCE
PO Box 133
Blyth
NE14 9FE

90 The Commission aims to propose a pattern of wards for Guildford which delivers:

- Electoral equality: each local councillor represents a similar number of electors.
- Community identity: reflects the identity and interests of local communities.
- Effective and convenient local government: helping your council discharge its responsibilities effectively.

91 A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

92 Electoral equality:

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in Guildford?

93 Community identity:

- Community groups: is there a parish council, residents' association or other group that represents the area?
- Interests: what issues bind the community together or separate it from other parts of your area?
- Identifiable boundaries: are there natural or constructed features which make strong boundaries for your proposals?

94 Effective local government:

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?
- Are there good links across your proposed wards? Is there any form of public transport?

95 Please note that the consultation stages of an electoral review are public consultations. In the interests of openness and transparency, we make available for public inspection full copies of all representations the Commission takes into account as part of a review. Accordingly, copies of all representations will be placed on deposit at our offices and on our website at www.lgbce.org.uk. A list of respondents will be available from us on request after the end of the consultation period.

96 If you are a member of the public and not writing on behalf of a council or organisation we will remove any personal identifiers. This includes your name, postal or email addresses, signatures or phone numbers from your submission before it is made public. We will remove signatures from all letters, no matter who they are from.

97 In the light of representations received, we will review our draft recommendations and consider whether they should be altered. As indicated earlier, it is therefore important that all interested parties let us have their views and evidence, **whether or not** they agree with the draft recommendations. We will then publish our final recommendations.

98 After the publication of our final recommendations, the changes we have proposed must be approved by Parliament. An Order – the legal document which brings into force our recommendations – will be laid in draft in Parliament. The draft

Order will provide for new electoral arrangements to be implemented at the all-out elections for Guildford Borough Council in 2023.

Equalities

99 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

Appendices

Appendix A

Draft recommendations for Guildford Borough Council

	Ward name	Number of councillors	Electorate (2020)	Number of electors per councillor	Variance from average %	Electorate (2027)	Number of electors per councillor	Variance from average %
1	Ash South & Tongham	3	5,689	1,896	-12%	7,605	2,535	3%
2	Ash Vale	2	5,153	2,577	20%	5,418	2,709	10%
3	Ash Wharf	2	4,821	2,411	12%	5,403	2,701	10%
4	Burpham	2	5,003	2,502	16%	5,229	2,614	6%
5	Christchurch & Holy Trinity	3	7,277	2,426	13%	7,647	2,549	3%
6	Clandon & Horsley	3	7,132	2,377	11%	7,803	2,601	6%
7	Effingham	1	2,001	2,001	-7%	2,587	2,587	5%
8	Friary	3	5,386	1,795	-17%	7,914	2,638	7%
9	Merrow	3	7,277	2,426	13%	7,511	2,504	2%
10	Normandy & Pirbright	2	4,616	2,308	7%	4,688	2,344	-5%
11	Onslow	3	4,987	1,662	-23%	6,695	2,232	-9%

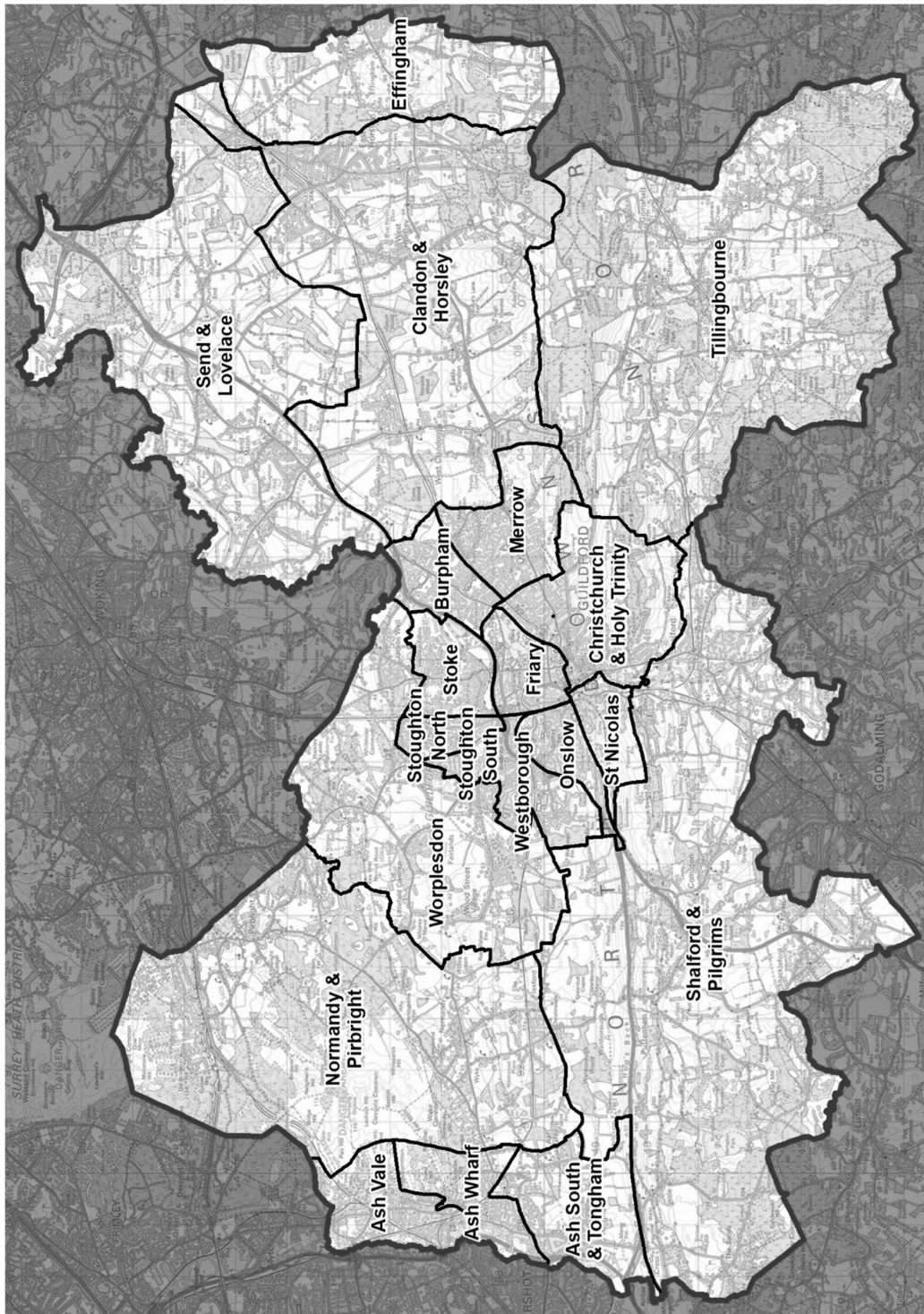
	Ward name	Number of councillors	Electorate (2020)	Number of electors per councillor	Variance from average %	Electorate (2027)	Number of electors per councillor	Variance from average %
12	Send & Lovelace	3	5,388	1,796	-17%	7,610	2,537	3%
13	Shalford & Pilgrims	3	6,289	2,096	-3%	6,799	2,266	-8%
14	St Nicolas	1	2,303	2,303	7%	2,360	2,360	-4%
15	Stoke	2	4,526	2,263	5%	4,951	2,475	0%
16	Stoughton North	2	4,319	2,160	0%	4,602	2,301	-7%
17	Stoughton South	2	4,394	2,197	2%	4,655	2,328	-5%
18	Tillingbourne	2	4,485	2,243	4%	4,672	2,336	-5%
19	Westborough	3	5,856	1,952	-9%	6,633	2,211	-10%
20	Worplesdon	3	6,351	2,117	-2%	7,444	2,481	1%
Totals		48	103,253	–	–	118,226	–	–
Averages		–	–	2,151	–	–	2,463	–

Source: Electorate figures are based on information provided by Guildford Borough Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the borough. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Outline map



A more detailed version of this map can be seen on the large map accompanying this report, or on our website: www.lgbce.org.uk/all-reviews/south-east/surrey/guildford

Appendix C

Submissions received

All submissions received can also be viewed on our website at:

www.lgbce.org.uk/all-reviews/south-east/surrey/guildford

Local Authority

- Guildford Borough Council

Political Groups

- Mole Valley Conservative Association
- The Peace Party

Councillors

- Councillor D. Booth (Guildford Borough Council)
- Councillor G. Potter (Guildford Borough Council and Surrey County Council)

Local Organisations

- Boxgrove Park Residents' Association Committee
- Burpham Neighbourhood Forum x 2
- Merrow Residents' Association
- The Royal Horticultural Society

Parish and Town Councils

- East Horsley Parish Council
- Effingham Parish Council
- Pirbright Parish Council
- Ripley Parish Council
- Seale & Sands Parish Council
- Send Parish Council
- Shere Parish Council
- West Clandon Parish Council
- West Horsley Parish Council

Local Residents

- 23 local residents

Appendix D

Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. We only take account of electors registered specifically for local elections during our reviews.
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at www.nalc.gov.uk
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

The
Local Government
Boundary Commission
for England

The Local Government Boundary Commission for England (LGBCE) was set up by Parliament, independent of Government and political parties. It is directly accountable to Parliament through a committee chaired by the Speaker of the House of Commons. It is responsible for conducting boundary, electoral and structural reviews of local government.

Local Government Boundary Commission for England
1st Floor, Windsor House
50 Victoria Street, London
SW1H 0TL

Telephone: 0330 500 1525

Email: reviews@lgbce.org.uk

Online: www.lgbce.org.uk
www.consultation.lgbce.org.uk

Twitter: @LGBCE

APPENDIX BREAK PAGE

Executive Report

Ward(s) affected: Ash Wharf, Friary and St Nicolas, Holy Trinity, Lovelace, Onslow, Tillingbourne

Report of Director of Service Delivery

Author: Stuart Riddle – Project Lead: Public Conveniences Review

Tel: 01483 445061

Email: toiletreview@guildford.gov.uk

Lead Councillor responsible: James Steel

Tel: 07518 995615

Email: james.steel@guildford.gov.uk

Date: 4 January 2022

Public Conveniences Review

Executive Summary

On 1 April 2021 the Service Delivery Executive Advisory Board (EAB) supported a mandate to commence a public conveniences review. The recommendation was to investigate the removal of grant funding from Ash and Shere Parish Councils (£14,040) and produce a long list of 8 toilets, from the 16 we provide, to seek limited closures.

The review identified 8 locations and produced an officer's recommendation noting 4 toilets and the removal of grant funding. These locations were chosen due to both operational reasons, and nearby alternative provisions for residents and visitors. The officer's recommendation was taken to the Service Delivery EAB on 4 November 2021 and their consideration has informed this report.

Recommendation to Executive

1. That the closure of up to 5 of our public conveniences be approved in principle.
2. That public convenience grants are removed from Ash and Shere Parish Councils.
3. That, subject to a review of responses from a public consultation, the Head of Operational and Technical Services, in consultation with the Lead Councillor for Environment, be authorised to determine which toilets should be closed in March 2022.

Reason(s) for Recommendation:

To achieve £65,000 per annum savings in the public conveniences budget, starting in the 2022/23 financial year.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 To advise the Executive of the outcome of the Service Delivery EAB's consideration into the public conveniences review. It was agreed that, due to the Council's financial position, this review is needed.
- 1.2 Seek approval for the closure of 4 or 5 toilets, and removal of grant funding, allowing us to remove the vacant toilet cleaner post, and achieve budget savings of £65,000 per annum.

2. Strategic Priorities

- 2.1 Guildford Borough Council currently operates 16 public toilets across the Borough. We also provide grant funding to Ash and Shere Parish Councils, to support their provision.
- 2.2 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 (see a table of these results in Appendix 1).
- 2.3 We have no legal duty to provide public conveniences but look to still maintain a high-quality provision after achieving £65,000 in budget savings.

3. Background

- 3.1 Although the provision of public toilets is not a legal duty, we have historically provided these for residents and visitors. We currently provide 16 public conveniences, 10 of which are in the GU1 area. All are well maintained and well used by residents and visitors to the Borough. They support the use of parks, car parks and those visiting the Borough's shops and attractions. We have a rolling refurbishment plan, funded by capital, to ensure the facilities are in good condition.
- 3.2 The Council is faced with financial difficulties so must look to cut spending in a way that minimises impact on residents and to ensure good value for money. The Service Delivery EAB confirmed its support for the public conveniences mandate on 1 April 2021, so that a business case could be developed with a view to bringing forward a long list of possible closures for consultation. Options 3 and 4 of the mandate were to be investigated – removal of grant funding from Ash and Shere Parish Councils and seeking limited closures. All of the considered options are outlined in section 13 below.
- 3.3 A long list of public conveniences was created and included Allen House, Bedford Road, Farnham Road, Onslow Recreation Ground, Ripley, Tunsgate, Ward Street and Woodbridge Road. The reasons for these toilets forming part of the long list, alongside any immediate issues in the event of closure, can be

found within Appendix 2 (Public Conveniences Report to the Service Delivery EAB – 4 November 2021).

- 3.4 The Service Delivery EAB agreed that, due to the Council's financial position, that this review is needed. The EAB's advice can be seen in section 12 below.

- 3.5 The officer's recommendation is that as part of the consultation there is a preference for Allen House, Bedford Road, Ripley, Woodbridge Road to be closed, or passed to another organisation. These 4 locations will allow us to suitably reduce the workload and remove the vacant toilet cleaner post.

The exact locations of closures will be decided following a review of public consultation responses. The cost implications of choosing one location over another are minimal. The important thing is that the above 4 locations will allow us to suitably reduce the workload in order to remove the vacant toilet cleaner role. The reduction in staff and vehicle cost is the majority of the aimed £65,000 savings.

Ripley was chosen for operational reasons, because if it is not closed as 1 of 4 then a total of 5 will need to be closed instead. The remaining 3 locations all have nearby publicly accessible alternatives.

- 3.6 The difference in closure numbers is because of the distance Ripley is away from our base of operations, Woking Road Depot, and the distance away from all the other toilets we provide in the Borough. Currently, we pay Ripley Parish Council to open and close Ripley toilets on our behalf. If the toilet was to close, or be passed to the Parish Council, this funding would stop.

It is acknowledged that there are currently no publicly accessible provisions nearby in Ripley, according to national mapping, with Parish residents and visitors having to rely on the private sector if this location closes. We do remain hopeful that Ripley Parish Council will take over the Ripley toilets. However, as Ripley toilets have the lowest footfall of those surveyed in 2018 it was important to ensure our recommendation was for 4 facilities, rather than 5, therefore minimising the overall impact on Borough residents and visitors. A report from Healthmatic, setting out results of a usage survey in 2018, is attached as Appendix 3.

- 3.7 The project is expected to close on Friday 1 April 2022, ensuring the annual budget savings are delivered for the 2022-23 financial year. This means the Head of Operational and Technical Services, if authorised as described in the recommendation to the Executive, will have 4 to 5 weeks after consultation to determine, in consultation with the Lead Councillor, which toilets should be closed and enact the closures.

- 3.8 It is noteworthy that neighbouring Waverley Borough Council have closed the vast majority of their public toilets over the past years. Many Town and Parish Councils, alongside community groups, stepped in to take some of the toilets over.

4. Stakeholder Consultation

4.1 Parish Councils

Ash, Ripley and Shere Parish Councils are major stakeholders in this review. The most recent and relevant contact can be seen as Appendices 4 to 8. In summary, all three Parish Council's are objecting to the review's plan to close or remove grant funding from the toilet most relevant to them. Ripley Parish Council have said they cannot afford the additional expense of taking over the Ripley toilets, in addition to the £40,000 they already spend on The Green. Ash and Shere Parish Council's note the strain the removal of grant funding will put on their budgets, and that they have heavy use from residents and visitors from outside of their Parish areas.

4.2 Onslow Village Tennis Club have replied in opposition to closing the Onslow Recreation Ground toilets highlighting its importance to users of the recreation ground. They also note that they have no ability or funding to take over the toilets (see Appendix 9).

4.3 Experience Guildford have previously registered objection to town centre toilet closures. More recently, they highlighted that Business Improvement Districts cannot replace a service and only add or enhance an existing project, service or project. The previously thought possibility of Experience Guildford taking over a town centre toilet is now ruled out (see Appendix 10).

4.5 We are still awaiting response from Woodbridge Road Café and are in early discussions with Guildford Sportsground Management Company, regarding the Woodbridge Road facilities.

4.4 Waverley Borough and Farnham Town Councillor David Beaman is speaking at this meeting in his role as Chair of the South West Surrey Disability Empowerment Network and as a member of the Guildford Access Group. Our past contact largely focused on alternative ways to generate funding, as an alternative to closures (Councillor Beaman's comments are set out in Appendix 11).

5. Public Consultation

5.1 Public consultation is due to take place starting mid-January 2021 for 6 weeks. We will set our officer's recommendation as a preference, but the toilets to close will be chosen by reviewing the consultation's responses.

5.2 We will be encouraging parish councils, residents' associations, community groups, places of worship, local NHS Trusts, charities, Government support groups and local businesses to respond to the consultation. This includes groups like the Guildford Access Group, Experience Guildford, Surrey Coalition of Disabled People, Age UK and the Royal Surrey NHS Foundation Trust.

6. Key Risks

- 6.1 It is acknowledged that there has been, and will be, extensive negative feedback from all external stakeholders as we are removing some service provision.
- 6.2 There is potential for toilet closures to affect our future budding to retain Green Flag and Purple Flag awards.
- 6.3 Closures could impact on the number of visitors to the Borough in a post COVID world. This made equalities impacts very important and work will be ongoing to increase publicly accessible provision via The British Toilet Association's "Use Our Loos" scheme and The Great British Toilet Map.
- 6.4 A correct balance between the benefit of cost savings and the negative impact on, or perception with, residents need to be ensured. The officer's recommendation, for preference at consultation, tries to minimise the impact on residents while delivering much needed cost savings.

7. Financial Implications

7.1 Public Convenience Budget

Salaries and on costs	£92,000
Overtime	£22,000
Operating costs (utilities/consumable)	£35,000
Transport	£18,000
Maintenance	£19,000
Grants	£14,000
Overheads	£47,000
Business Rates	£8,000
Depreciation	£54,000
Income	(£16,000)
Total Budget	£293,000

- 7.2 The £65,000 savings will largely come from removing a vacant grade 1 toilet cleaner role, and reducing the number of vehicles in the service accordingly. This will reduce the salaries and on costs and transport parts of the budget by 1/3, or £36,600.
- 7.3 The closure of up to 5 of our facilities will reduce the revenue expenditure of the operational costs, maintenance, overheads and business rates part of the budget. To what extent savings are made in these categories largely depends on what locations are chosen after consultation.
- 7.4 If the 4 locations in the officer's recommendation are chosen after consultation the budget savings across the above-mentioned categories will be £13,830. When including staffing and vehicle costs the total revenue saving would be

£50,430. If the £14,040 grant funding is also removed, we will achieve savings totalling £64,470.

- 7.5 If we close the lowest budget cost 5 locations, we will achieve budget savings of £11,860, within the same categories. This scenario includes 5 locations because it does not include Ripley.
- 7.6 If we close the highest budget cost 4 locations, we will achieve budget savings of £19,760, within the same categories.
- 7.7 Due to the above, the exact location of closures has minimal impact on the overall savings target of £65,000, when in comparison to staffing and vehicle costs.
- 7.8 The combinations of locations chosen for closure produce a relatively small spread between the lowest and highest budget savings, compared to the overall target. Therefore, we believe it is important to place more emphasis on minimising the impact on residents, public opinion, and operational efficiency. This is how the locations in the officer's recommendation were decided and why the locations should be chosen by reviewing the results of the public consultation.
- 7.9 The project is expected to close on Friday 1 April 2022, ensuring the annual budget savings are delivered for the 2022-23 financial year.
- 7.10 Closure of facilities will also reduce future refurbishment costs, that are funded by capital. The scope of these savings depends on the locations chosen. However, capital expenditure reductions are long term and not within the scope of this review. They are also heavily dependent on future quality vs cost decisions.
- 7.11 The toilet cleaner role is currently being covered on a temporary basis, and the individual will move back to their full-time street scenes post. This means there are no redundancy implications.

8. Legal Implications

- 8.1 By way of information S87 Public Health Act 1936 confers a discretionary power on the Council to provide public conveniences and also powers to transfer them to other providers. Consultation must be conducted in line with the principle set out in *Gunning v Brent LBC* 1985 case – timed at a stage early enough in the process to be meaningful, provide sufficient information to be meaningful, adequate time is provided for consultees to provide a response and the responses are conscientiously and adequately considered.

9. Human Resource Implications

- 9.1 Management will have to notify the individual temporarily covering the vacant toilet cleaner role that they are moving back to their full-time street scenes post.

The Parks and Street Scenes supervisors will have to ensure the individual's training is up to date.

10. Equality and Diversity Implications

- 10.1 Equality Impact Assessments were undertaken for 8 of the toilets that we placed onto a long list (see Appendices 12 to 19). The long list was created to ensure we could hit our savings target but to also ensure the impact on residents in protected groups is minimised, as those chosen have low footfall and/or have nearby alternatives.

- 10.2 The 8 assessments all concluded that while the facilities have existed for many years, and closures would directly affect all regular and potential users, its potential additional negative impact 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.

11. Climate Change/Sustainability Implications

- 11.1 The reduction in 1 vehicle will reduce the Council's diesel fuel use by 2,000 litres per year. Diesel releases around 2.6kg of carbon dioxide per litre used. Therefore, there will be a reduction of 5,200kg of carbon dioxide produced by our toilet cleaning operations.

- 11.2 The reduction in the number of public conveniences we provide will reduce the amount of electricity and water consumed by the Council's estate. This will become measurable after closures have taken place and the end of the COVID pandemic sees resident and visitor numbers return to normal.

12. Service Delivery Executive Advisory Board comments

- 12.1 Look for involvement from Parish Councils, or the private sector, in running the current facilities as an alternative to closure.

Responses to discussions are seen in section 4 and associated appendices. Discussions which will continue.

- 12.2 Concern of anti-social knock on but feel it is not a significant issue.

- 12.3 Provide an alternative mix, alongside the current officer's recommendation, of toilets for closure.

This is not possible at this stage, due to the locations being determined after reviewing the responses to an upcoming public consultation.

- 12.4 Further information regarding impact from Parish Councils and Guildford Access Group was requested.

Ripley and Shere Parish Councils have reconfirmed their position since the Service Delivery Executive Advisory Board. Ash, Ripley and Shere Parish Councils have included costings across their responses. Additionally, Cllr David Beaman is speaking at this meeting, as Chair of the South West Surrey Disability Empowerment Network and member of the Guildford Access Group.

- 12.5 An alternative 24-hour location if Bedford Road toilets are to close.

The out of hours use of Bedford Road is very low, so a 24-hour provision may not be needed. It is acknowledged that if a need for 24-hour toilets is later identified then there is possibility of making a remaining provision open all hours. This is not something that can be currently planned for as it would be subject to future budget constraints and decision making, should a need be identified.

13. Summary of Options

- 13.1 The supported project mandate laid out 6 options for consideration.

Option 1 – complete closure of services

Deliver £200,000 of savings and future refurbishment costs. However, the process would need extensive consultation and result in other challenging issues. Due to the loss of scale it would make the provision of service to the remaining 'paid for' toilets challenging.

Option 2 – part closure of facilities

Close a smaller number of facilities, compared to option 1, where at least 6 would need to close in order to suitably reduce the overall workload for 1 toilet cleaner post to be removed.

Option 3 – removal of grant funding

Removal of the grants we pay to Ash and Shere Parish Councils for their toilets. This option would create pressure on the Parish budgets which may lead to closure.

Option 4 – mixed approach

Limited closures aligned with a redistribution of work. Future Guildford has realigned car park cleaning into a wider town centre public realm team. This scale would allow for toilets in the town centre to be cleaned by the town centre team allowing for saving of 1 toilet cleaner post with the closure of only 4 toilets.

Option 5 – do nothing

This would result in the current provision continuing as it is and avoid the costs associated with the original mandate.

Option 6 – charge for some of the services
This was previously considered and ruled out.

- 13.2 The Service Delivery EAB supported this mandate on 1 April 2021 and while there was some support for option 5, which would result in current provision unchanged, it was recognised that this was unrealistic for a discretionary service given the Council's current financial position. Accordingly, it was agreed that options 3 and 4 should be pursued.

14. Conclusion

- 14.1 Although a reduction in public convenience provision is not ideal, the Council faces financial challenges which must be addressed. The Council has no legal duty to provide public toilets and Waverley Borough Council chose to close most of their provisions in past years, although some remain due to other organisations taking them over.
- 14.2 A long list of 8 toilets at risk of closure was created, and we ensured relevant stakeholders were consulted throughout. An officer's recommendation was produced, as a preferred option at public consultation. The exact locations of closures will be determined by reviewing the responses to the public consultation.
- 14.3 The recommended option of closures and removal of grant funding would achieve a £65,000 savings target, while still maintaining high quality standards alongside a good level of provision. These closures allow us to still retain our economies of scale.
- 14.4 There are a number of alternative provisions nearby to the majority of those at risk of closure, and officers will work to increase the publicly accessible provision via The British Toilet Association's "Use Our Loos" scheme and The Great British Toilet Map.

15. Background Papers

List of public toilets taken from www.guildford.gov.uk/publictoilets

16. Appendices

Appendix 1: Results of the Budget Survey 2021, prepared by SMSR Research
Appendix 2: Public Conveniences Report Service Delivery EAB 04.11.21
Appendix 3: Healthmatic Public Toilet Survey User Count 2018
Appendix 4: Ash Parish Council's response – Ash PC 02.11.21
Appendix 5: Ash Parish Council's cost breakdown – Ash PC Cost Breakdown
16.12.21
Appendix 6: Ripley Parish Council's response – Ripley PC 03.12.21
Appendix 7: Shere Parish Council's response – Shere PC 20.09.21

Appendix 8: Shere Parish Council's second response – Shere PC 09.12.21
Appendix 9: Onslow Village Tennis Club's response – Onslow Village Tennis Club 24.11.21
Appendix 10: Experience Guildford's responses – Experience Guildford 31.08.21 &
12.11.21
Appendix 11: Cllr David Beaman as Chair of the South West Surrey Disability Empowerment
Network's response – Cllr David Beaman 11.09.21
Appendix 12: Equality Impact Assessment - EIA Allen House
Appendix 13: Equality Impact Assessment - EIA Bedford Road
Appendix 14: Equality Impact Assessment - EIA Farnham Road
Appendix 15: Equality Impact Assessment - EIA Onslow Recreation Ground
Appendix 16: Equality Impact Assessment – EIA Ripley
Appendix 17: Equality Impact Assessment - EIA Tunsgate
Appendix 18: Equality Impact Assessment - EIA Ward Street
Appendix 19: Equality Impact Assessment - EIA Woodbridge Road

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

<i>(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?)</i>			
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



Ripley Parish Council Office
Ripley Primary School
Wentworth Close
Ripley
Surrey
GU23 6ED
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

3rd December 2021

Dear Stuart, Cllr Cross, Cllr Bigmore,

Re: Public Toilets Provision Review

Further to various emails between Stuart and our Clerk, we wish to advise you that we believe the loos on Ripley Green merit a special case. As you are undoubtedly aware, Ripley Green has always been an attraction to many visitors from within the borough and the wider county, who utilise the beautiful open space for walking, exercising dogs, visiting the children's playground, and enjoying and participating in sporting pursuits.

This has been magnified hugely during the Covid pandemic and we have welcomed many more visitors to our Village Green. This open space has provided an invaluable resource, in particular for people's mental health and physical wellbeing.

We are a small village of around 900 dwellings and our precept is already significantly higher than many other villages, mainly as a result of the huge costs of maintaining The Green and its environment. These costs include insurance, tree surveys and works, fencing, providing dog 'gloves', unauthorised encampments, general upkeep, playground maintenance, and biodiversity objectives.

To give some perspective, our annual precept has been under £70,000 per annum, whilst expenditure specific to The Green over the past three financial years is as follows:

Year	Precept	The Green expenditure
2020-21	£67,099	£45,702
2019-20	£65,159	£38,262
2018-19	£64,636	£32,997

We want to make it clear that Ripley Parish Council and its residents have always been prepared to finance the upkeep of The Green even though it represents a significant proportion of our precept income, for the benefit of not only our residents but the wider borough and county community.

However, the proposed closure of the public lavatories is an issue that has wide ranging consequences, not least for the less able-bodied visitors who enjoy Ripley Green specifically because it offers disabled parking, disabled access lavatories, and is a huge, flat and accessible open space.

Ripley Parish Council simply cannot afford an additional £6,270 per annum to fund these loos, in addition to the £40k per annum that we already spend on The Green itself. Essentially, we need some help and we are looking to GBC to keep these loos open as part of a very valued resource within the borough.

We know that you have to make cost savings for your 2022-23 budget, but we would urge you to reconsider this proposed closure and keep Ripley loos open for the benefit of all.

If you are in any doubt as to the value of this asset, we would welcome a visit and we will gladly show you The Green and why it is so important to keep these loos open.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Suzie Powell-Cullingford'. The signature is fluid and cursive, with a large loop at the end.

Cllr Suzie Powell-Cullingford

Vice-Chairman, Ripley Parish Council

APPENDIX BREAK PAGE



Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP

*Secretary of State for Levelling Up, Housing
and Communities*

Minister for Intergovernmental Relations

**Department for Levelling Up, Housing and
Communities**

4th Floor, Fry Building

2 Marsham Street

London SW1P 4DF

To: All local authorities in the United Kingdom

6 January 2022

HER MAJESTY THE QUEEN'S PLATINUM JUBILEE

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee. To mark The Queen's historic 70-year reign, 2022 will see Platinum Jubilee celebrations throughout the UK and the Commonwealth as part of a year-long programme of events.

We want celebrations to be even bigger and better than previous national celebrations and for as many people as possible across the nation to participate, at any point from January to December 2022. You'll be aware that an announcement was made to extend the bank holiday weekend from Thursday 2 to Sunday 5 June 2022 to provide opportunities for communities throughout the UK to come together to celebrate this historic milestone.

We know that you and partnering organisations you work with understand your communities best and will support them to participate in celebrations. We also know you will want to make sure that this momentous occasion is marked fittingly, and many of you have already started planning exciting programmes of events for your local areas. To support your preparations, we wanted to highlight some of the opportunities for councils and your communities to engage with the Platinum Jubilee which are listed below:

- **Street Parties and 'The Big Jubilee Lunch'**
 - Street parties should be encouraged, and you can play an important role in supporting residents who want to organise parties for their neighbours. For example, relaxing road closure rules to enable street parties to take place as easily as possible will be important. Updated street parties' guidance on how to organise a street party can be found [here](#).
- **The Big Jubilee Lunch – 2 to 5 June 2022**
 - The Big Jubilee Lunch encourages communities to come together, celebrate their connections and get to know each other a little bit better and will bring the Jubilee celebrations into the heart of every community. More details can be found [here](#).
- **Beacon Lighting**
 - In keeping with the long tradition of celebrating Royal Jubilees, Weddings and Coronations, councils are encouraged to light beacons across the UK in the evening of 2 June 2022. Should you wish to take part, more information can be found in the specific Beacons website which can be found [here](#).
- **Platinum Jubilee Events/projects organised by Local Authority-owned civic amenities**
 - Libraries, museums, leisure centres, heritage sites etc are welcome to host their own individual events and projects to mark the Platinum Jubilee. For example, this could include exhibitions, concerts or special talks.

- **National Lottery Funding**
 - More than £22 million of National Lottery funding is being made available to help communities across the country come together to celebrate the Platinum Jubilee. More information on the different funds available can be found [here](#).
- **The Platinum Jubilee Emblem**
 - The official Platinum Jubilee Emblem is available for use for all activities associated with the Platinum Jubilee celebrations, including community and national events. It is free to download [from the Royal website](#), where detailed usage guidance can also be found.
- **The Queen's Green Canopy**
 - Everyone from individuals to community groups, villages, cities, counties, schools and corporations are encouraged to plant a tree for the Jubilee. The initiative runs from October 2021, when the tree planting season began, through to the end of the Jubilee year in 2022. More details can be found [here](#).
- **City Status Competition**
 - The Civic Honours competition launched on 8 June. These rare awards will grant winning towns and cities 'city status' and 'Lord Mayor or Provost status'. More details can be found [here](#).
- **Council led events**
 - Councils are welcome to organise and facilitate large scale Platinum Jubilee events and celebrations of their own choosing within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Jubilee Party".
- **Local pageants**
 - Further guidance on how to host a local pageant will be available early in 2022.
- **Broadcast the TV feed.**
 - The use of local large screens in public places to show TV coverage of the Jubilee, which could include The Platinum Party at the Palace. These screenings could be complemented or enhanced by being a part of a wider event.

The Department for Digital, Culture, Media and Sport (DCMS) have launched a Platinum Jubilee website which includes useful related resources. The website includes an interactive map, for people and organisations to contribute to and others to search for information on activities taking place near to them. Please explore the website and submit events and activities to be included on the map, which can be found [here](#).

We look forward to seeing the exciting and creative ways in which you and your communities choose to mark the Queen's Platinum Jubilee.

With every good wish,



Rt Hon Michael Gove MP
Secretary of State for Levelling Up, Housing and Communities
and Minister for Intergovernmental Relations

APPENDIX BREAK PAGE

Hi Jim / Councillors,

I have a couple of points i would like to make over the recent use of the Village Green.

Firstly I was deeply saddened that the Christmas Fair has been relocated to the green. I along with many others see this as a yearly event that has helped tie the community along with the local shops at the time of year where good will to all is at the uttermost in everyones thoughts. I saw this years fair as a detriment to the local shops and businesses in favour of market stalls from businesses from outside of the local are, this at a time when things have been so tough for many businesses must have been seen as a kick in the teeth to our local shops that have stayed open and supported village community life throughout the pandemic.

Secondly I must strongly object to the use of the main Village Green for Farmers Markets between the months of October & April when the weather is bad and can lead to the quality of the grassed area to be torn up by the vehicle movements that such activities bring.

I would like these activities to be debated at the next parish council meeting and the reasons for the changes to the use of the green explained in terms of how the softening of community spirit at Christmas and desecration of the green on January 8th was seen to be in the interest of the village, something i think the parish council should hold at the heart of everything it does. Please can you inform me of the progress of this request.

Please do not see this as a moan at the work the parish council does, because i am very supportive of all these events as long as the benefits are for all.

Thanks

Barry Armstrong

To : Chairman Ripley Parish Council

Dear sir

As you are aware last week's farmers market, due to the bad weather on the Saturday cut the green up where the car park was located, and whilst the green as we have proven in the past is quite resilient and will grow back, I on behalf of RCC offered Guy Marshal the use of our chain harrows, which if used soon whilst the ground is still quite soft will assist with the greens recovery.

The main purpose in writing to you was to establish why the Parish Council/Farmers Market are no longer using the Bonfire car park opposite Dunsborough House, this car park which is now quite secure from Traveller invasion has always been a tremendous asset to the village, and year on year I believe costs the Parish council little or no money to maintain.

As a village asset this car park has been used by;

- 1/ The Farmers Market - on a monthly basis
- 2/ Dunsborough House - two or three times a year when their gardens were opened up as a charity event
- 3/ RBA - once a year on bonfire night
- 4/ Together with a number of other miscellaneous occasions

If this car park had been used last Saturday then we would not be in the current position of having to repair/carry out maintenance, Which undoubtably will lead to a cost to the parish council, it makes no sense not to use it.

I look forward to hearing from you shortly as the comments above are not just my thoughts but have also come from a number of other concerned village residents.

Regards

Steve Hill

Village Resident and Treasurer of RCC

APPENDIX BREAK PAGE

Dear Councillors and Parish Clerks

At the last Joint Action Group (JAG), Terry Puttick from the National Probation Service spoke to the group about the Community Payback Scheme and was seeking nominations for projects.

I offered to circulate the information to all Councillors and Parish Clerks as there may be projects in your communities that you would like to nominate.

Community Payback is where offenders work on projects to pay back the community for their crimes, for example by:

- removing graffiti
- clearing wasteland
- decorating a community centre

The work must:

- benefit the local community
- not take paid work away from others
- not make a profit for anyone

The nomination form for the community payback scheme can be found at: [Nominate a Community Payback project - GOV.UK \(www.gov.uk\)](https://www.gov.uk/nominate-a-community-payback-project)

If you have any queries please contact Terry directly at: Terry.Puttick@justice.gov.uk

Please also forward the information to any other groups or organisations that may be interested in nominating a project.

Kind regards
Justine

Justine Fuller
Head of Environment and Regulatory Services
Environment and Regulatory Services

[Guildford Borough Council](#)
[Twitter](#) | [Facebook](#) | [Instagram](#)

Have you registered for your new MyGuildford account?

Your MyGuildford account gives you personalised access to a range of our services in one place. You can make requests, track progress, view your balance or bills and update your details. For more information or to register go to <https://my.guildford.gov.uk/customers/s/login/SelfRegister>

APPENDIX BREAK PAGE

MATCHA BAR

A matcha bar that is permanent/pop up on Ripley green throughout the week.

Ripley green attracts dog walkers, tourists, families etc on a daily basis but I noticed there's nowhere along the green to grab some caffeine!

Coffee seems like the obvious option however with Ripley showing great support to small alternative business' in regards to the market on weekends, I'd like to propose a healthier, better, trendier and up and coming solution to the lack of caffeine on the green!

What you may not know is that a lot of people are caffeine sensitive, whilst it's great to pop a coffee van in the centre of a park in london, it's important to think of the clientele that will be walking past, and much like Matcha, Ripley is a little slower than the hustle and bustle in london! A Matcha bar seems like the perfect fit. If you don't know anything about Matcha, then the best way to describe it is quite literally a healthier alternative to coffee. It's actually green tea but 10% stronger, it releases caffeine gradually instead of giving you that rush that many people may not even fancy for a brisk walk! The best bit about it is, it's typically made with plant based milk, hot & cold. A dash of cinnamon in winter is perfect! (It can be used in healthy smoothies) These are the sort of drinks I'd love to be making on the green. I am open to any suggestions, questions or concerns, this is something I am taking very seriously and would be open to any sort of discussion.

I am a 23 year old entrepreneur and currently own a reusable sanitary pad company which I am in the midst of selling to fund this venture with a matcha van. My partner actually owns the fastest growing organic matcha company in the Uk and I will be using this Matcha. It is sourced from Japan and of course, Only the highest grade! (I would like to clarify that it is non alcoholic, the word 'bar' may have thrown you off!)

I will leave a link to the website I will be sourcing the matcha from so you can read a little more about my key caffeine ingredient,
MATCHA! <https://matchafuel.com/>

Thankyou for your response, this is my proposal.

Your unique food business registration application reference is:

GSN6HJ-Y0D3L3-6A99P6

Kind regards,

Katerina

APPENDIX BREAK PAGE

Nominations open for The Mayor's Award for Service to the Community

Do you know a person or group that has made a significant difference to our borough?

The Mayor's Award for Service to the Community recognises individuals and organisations who have gone above and beyond to serve their local community.

The Mayor of Guildford, Councillor Marsha Moseley, said: "We are looking for people who have made an outstanding contribution to life in Guildford. This can be an individual or an organisation that has improved the lives of others, fostered good relationships and encouraged positive community spirit.

"These awards provide a real opportunity for those who have gone the extra mile to be celebrated by the community they serve.

"I would also like say thank you to The Country Club for once again kindly sponsoring these awards."

Kevin Lorimer, General Manager of the County Club added: "The Mayors awards are a great way to recognise those individuals and organisations who do so much for the local community away from the limelight. The County Club is glad to be involved and host such a prestigious occasion."

The nomination form is quick and easy to complete. [Submit your nomination online](#), email CivicSecretary@guildford.gov.uk or call 01483 444031 for a form. Completed paper forms should be sent to: The Mayor's Office, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB.

The deadline for nominations is Friday 4th February 2022. Successful nominees will be invited to attend an awards event. Depending on Covid-19 restrictions, this event may be virtual. Nominations are accepted in good faith, please provide a supporting letter. An individual or organisation cannot win an award more than once, so please do not nominate a previous winner. Details of the nominator will be shared with the recipient upon request. View last year's winners on our [website](#).

Press contact: Sophie Dyer, Policy Officer
(Communications) sophie.dyer@guildford.gov.uk