



Ripley Parish Council Office, Victory House, High Street, GU23 6AF

13th March 2024

To: All Ripley Parish Councillors

You are hereby summoned to attend the meeting of **RIPLEY PARISH COUNCIL** to be held at **Victory House** on **Wednesday 20th March 2024 at 19.00hrs** 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 "E. Harrison", is written over a horizontal line.

Ruth Harrison
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, members may neither participate in discussion on a 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 20th February 2024 (Appendix A)

5. MATTERS ARISING

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

6. CHAIRPERSON'S REPORT

To **RECEIVE** and **CONSIDER** a report from the Parish Council Chairperson.

7. REPRESENTATIVES' REPORTS

8. FINANCE

- i) **To RECEIVE and APPROVE** the schedule of accounts received and paid for the period 01.02.24 – 29.02.24 totalling £5262.23 (Appendix C).
- ii) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk.
- iii) Preferred and Regular suppliers (Appendix D)
- iv) Health and Safety Checks: Potential digital solutions (Appendix E)

9. LEISURE & FACILITIES

To RECEIVE and CONSIDER Leisure & Facilities matters:

- i) Ripley Village Hall.
- ii) Correspondence: Allotment track (Appendix F)
- iii) Correspondence: Request for a polytunnel (Appendix G)
- iv) Update from Playground working group meeting
- v) Burial Ground: Terms and Conditions Surrey Hills Solicitors (Appendix H)
- vi) Bus shelter update
- vii) Nature reserve water supply update -verbal report from Clerk.
- viii) Request for a bench – Dawn Munt (Appendix I)

10. COMMUNICATION & LIAISON

To RECEIVE and CONSIDER Communication & Liaison matters:

- i) Minutes P&E Committee meeting held 17.01.2024 (Appendix J)
- ii) Report on recent meetings of the Ripley Business Association
- iii) Report on recent meetings of Ripley & Send Matters
- iv) Future meeting dates (Appendix K)
- v) Communication – roadworks in the village (Appendix L)
- vi) Annual Parish Meeting – 27th March 7pm

11. 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

12. DATE OF THE NEXT PARISH COUNCIL MEETING

To NOTE the date of the next parish council meeting: **Wednesday 17th April 2024**



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 GU23 6AF
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MINUTES of RIPLEY PARISH COUNCIL MEETING held on TUESDAY 20th FEBRUARY 2024 at 1900HRS at VICTORY HOUSE, HIGH STREET, RIPLEY.

Present: Cllr Richard Ayears (Chairperson)
 Cllr Ian Baker
 Cllr Caroline Bimson
 Cllr Rowland Cornell
 Cllr Sarah Gill
 Cllr Paddy McLaughlin
 Cllr Peter Shoesmith
 Jess Caine, Assistant Clerk
 Ruth Harrison, Clerk of the Council
 Cllr Pat Oven, Send & Lovelace Ward representative

111/24 APOLOGIES FOR ABSENCE

None

112/24 DISCLOSURES OF INTERESTS

No disclosures of interest were received.

113/24 PUBLIC QUESTIONS

A representative from Ripley Farmer's Market discussed plans for 2024. The market would move to its summer position from April. It was thought more appropriate for reseeding in autumn. The movement of the market up and down the green was discussed to try and prevent wear where possible, in particular, if the vehicles could park in a different place each month. Ripley Parish Council thanks the Farmer's Market volunteers for their hard work with the market and for the village.

114/24 MINUTES

The minutes of the meeting held on Wednesday 17th January 2024 were received, confirmed, and signed as a true and correct record by the Chairperson.

115/24 MATTERS ARISING

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

107/24 LEISURE AND FACILITIES

ACTION ARISING: Health and Safety Checks

It was RESOLVED: Cllr Ayears assisted Ruth Harrison and Jess Caine in completing the Health and Safety Checks in the village.

116/24 CHAIRPERSON'S REPORT

All items listed specifically on the agenda.

117/24 REPRESENTATIVES' REPORTS

Cllr Booth sent his apologies but had met with Cllr Ayears and Ruth Harrison to discuss drainage issues (further discussed in 119/24 xi). He was keen to take a multi-agency approach to resolving the issue of a homeless man living in a bus shelter in the village.

Cllr Oven brought the extraordinary Council meeting at GBC to RPC's attention where they would consider the updating of the Local Plan. He discussed current planning applications and enforcement cases. It was noted that he had met with a resident on Polesden Lane regarding a property where action following an enforcement case still had not taken place.

118/24 FINANCE

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

- i) Schedule of accounts received and paid for the period 01.01.24 – 31.01.24 totalling £4865.23 (attached to record Minutes).
It was RESOLVED: That the schedule of accounts received and paid for the period 01.01.24 – 31.01.24 totalling £4865.23 be approved.
- ii) Members received and considered invoices circulated by the Clerk.
It was RESOLVED: Councillors approved the invoices.
A further invoice from GC Electrical for £139.92 had been received during the day and was also approved.
- iii) Support for Clerk for Financial Year End
- iv) **It was RESOLVED: Jim Morris would be asked to provide up to 6 hours support (at his hourly rate when he left RPC) to the Clerk in completing the financial year end.**
- v) Correspondence from Core Claims regarding bus Shelter insurance claim
- vi) **It was RESOLVED: Clerk had sent the letter to Aviva.**
- v) Surrey Playing Fields affiliation fee
It was RESOLVED: RPC would not renew the affiliation due to financial constraints.

119/24 LEISURE AND FACILITIES

- i) Ripley Village Hall
The new village hall was on schedule to open at the end of April.
- ii) Bus Shelter Modifications including correspondence.
It was RESOLVED: Ripley Parish Council would support Cllr Booth in setting up a multi-agency approach to the issue.
It was RESOLVED: Jess Caine would draft a social media response to the current situation for Cllrs to review. This would be put up on noticeboards, put in Ripley Reporter and given to businesses.
- iii) Playground
It was RESOLVED: A new Playground working group would be set up to look at: Fundraising initiatives
Updating of playground equipment, starting with a new roundabout, and then potential repairs to surfacing.
Cllr Bimson and Cllr Cornell would be the RPC representatives.
- iv) Replacement Coronation and Jubilee Plaques
To be discussed at a future meeting
- v) Burial Ground Proposals
Cllrs discussed the very different quotes.

It was RESOLVED: Jess Caine to approach Kate Jackson from Surrey Hills Solicitors for an initial meeting with approval to spend £550 + VAT following the meeting once questions were clarified.

It was RESOLVED: Cllrs agreed to look into the potential of creating 8-10 more spaces in the burial ground with amendment of pathways.

vi) Public toilets: Parking

A post had been installed from existing stock but a further post was required to deter parking outside the public toilets restricting access.

It was RESOLVED: A stock of 10 softwood posts would be purchased for use as required in the parish.

It was noted that some maintenance would be required to the public toilets as the door was rotting.

vii) Cost of bins

The initial quote given by GBC for emptying 8 bins on the green was £1145. However this had only allowed for emptying once a week. Currently the bins are emptied twice week.

It was RESOLVED: The budget for the bins for 2024-25 would be increased to £2290 to allow for twice weekly emptying.

viii) Surrey Rights Of Way Improvement Plan

3 Councillors had completed the form individually. Where the answers had varied RPC decided collectively on the response.

It was RESOLVED: Clerk would respond on behalf of RPC to Surrey Rights of Way Improvement Plan Questionnaire with agreed responses.

ix) Complying with biodiversity duty. Verbal report following biodiversity duty workshop on 20th February

Cllr McLaughlin and Ruth Harrison had attended the biodiversity duty workshop.

It was RESOLVED: The item would defer to another Full Council meeting when the output of the workshop had been received. Clerk to draft possible objectives based on current initiatives taking place in the Parish.

x) Nature Reserve – drainage and coppicing of hazel.

It was RESOLVED: Permission was given to the Nature Reserve volunteers to coppice hazel from the Green.

It was RESOLVED: Cllr Ayeards and Cllr Shoesmith would clean the drainage in the nature reserve.

xi) Capital maintenance – correspondence Dennis Booth.

Cllr Ayeards and Ruth Harrison had met with Dennis Booth on 7th February. It was requested that the footpath from Grandis Cottages to Avonmore Mews was cleared back to its original width to provide better access for pedestrians. It was suggested that a revised footway to help with the flooding on the stretch past the entrance to West End Cottages would be beneficial to parishioners.

Correspondence had been received from a parishioner in West End Cottages requesting that the issue of large potholes in the track could be addressed. It was clarified that this was an issue for Ripley Parish Council rather than Surrey County Council

It was RESOLVED: When groundworks were completed for Strip Car park repairs, it would be requested that the worst of the potholes in the track next to West End Cottages could be filled.

xii) Strip Car park repairs

3 quotes were received and reviewed.

It was RESOLVED: The cheapest quote £2150 provided by Tony Banfield was accepted.

xiii) Condition of the green

This item was discussed under public questions.

xiv) Christmas Fair

It was RESOLVED: Ripley Christmas Fair would take place in 2024

It was RESOLVED: Cllr Cornell would volunteer to take the lead for Ripley Christmas Fair 2024

xv) Request for plaque on an existing bench

It was RESOLVED: The request for plaque on an existing bench received from Nikki Brown was approved. Clerk to look for a suitable bench. Cllr Cornell would then meet with Nikki Brown to discuss.

120/24 COMMUNICATION & LIAISON

- i) Minutes P&E Committee meeting held 20.12.2023
It was RESOLVED: Committee minutes be noted.
- ii) Report on recent meetings of the Ripley Business Association
- iii) Nothing to report.
- iv) Report on recent meetings of Ripley & Send Matters
Next issue was on time. Ripley delivery due to RPC office on 27th February.
- v) Use of Whatsapp
Cllrs discussed the use of Whats App and disappearing messages.
It was RESOLVED: Cllrs decided to keep disappearing messages. Whats App should be used for low level, time specific conversations. Any official business needs to be on an agenda and minuted.

121/24 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

It was noted there would be a village litter pick on 20th March.

Replacement Coronation and Jubilee Plaques
Noticeboards

122/24 DATE OF THE NEXT PARISH COUNCIL MEETING

The parish council's next meeting was scheduled to take place on Wednesday 20th March 2024, at Victory House at 1900hrs.

The meeting closed at 21.00 hrs.

Date:

Chairperson



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MATTERS ARISING from the MINUTES of RIPLEY PARISH COUNCIL MEETING held on TUESDAY 20th FEBRUARY 2024 at 1900hrs.

136/22 REPRESENTATIVES' REPORTS

ACTION ARISING: Council to calculate its carbon footprint.
 Clerk had signed up with Clean Growth UK which provides a free calculator.

056/23 CLIMATE AND BIODIVERSITY

ACTION ARISING: New guidance: 'Complying with biodiversity duty' and that all Councillors involved should read this.
 Summary of actions prepared for January Full Council meeting. 2 Cllrs and Clerk to attend biodiversity duty workshop on 20th February
 The item would defer to another Full Council meeting when the output of the workshop had been received. Clerk to draft possible objectives based on current initiatives taking place in the Parish.

107/24 LEISURE AND FACILITIES

ACTION ARISING: Surrey Rights of Way Improvement Plan. Ripley Parish Council decided it was too important for one person to take the lead. Clerk to send out form to all Councillors and collate responses before the next Full Council meeting. Where there were discrepancies, Councillors would discuss and resolve.

108/24 COMMUNICATION & LIAISON

ACTION ARISING: Correspondence: Rosemary Cottage holes in the track.
 Ripley Parish Council would arrange for remedial work to be carried out in the Spring when the weather was better.

ACTION ARISING: Farmer's Market Communication
 Ripley Parish Council would request to use the community stall in the summer to both promote the playground fund raising and the profile of the Parish Council together.

119/24 LEISURE AND FACILITIES

ACTION ARISING: A new Playground working group would be set up to look at:
 Fundraising initiatives
 Updating of playground equipment, starting with a new roundabout, and then potential repairs to surfacing.
 Cllr Bimson and Cllr Cornell would be the RPC representatives.

Date 04/03/2024

Ripley Parish Council

Page 1

Time: 11:03

Cashbook 4

User: RUTH

Unity Current

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/02/2024	NEST	DDNEST	383.48			4002 100	Employer pension JC	
						4002 100	Employer pension RH	
						4003 100	Employee pension - JC	
						4003 100	Employee pension - RH	
16/02/2024	Lloyds Bank Commercial Card	CD2353	3.00			4040 104	3.00 Credit card fee	
20/02/2024	ECOTRICITY	DDECO	17.47		0.83	4062 106	16.64 Lock up electrnc	
21/02/2024	Information Commissioner	DDICO	35.00			4011 101	35.00 ICO	
23/02/2024	Emma Morris	2023116	210.00			4054 105	210.00 Public loo cleaning	
23/02/2024	Richard Ayears	2023117	147.00			4111 111	147.00 Christmas lights storage	
23/02/2024	Resourceful Wood Comapny	2023118	1,560.00		260.00	4050 105	1,300.00 Bench	
23/02/2024	Ripley Village Hall	2023119	13.24			4031 103	13.24 RVH services	
23/02/2024	British Gas	2023119A	163.60		7.79	4031 103	155.81 Office electricity	
23/02/2024	Chatter Telecommunications Ltd	2023119B	23.25		3.88	4031 103	19.37 Broadband	
23/02/2024	Cluskey's CCP Ltd	2023120	104.13		17.36	4054 105	86.77 Public loo supplies	
23/02/2024	EDF Energy	2023121	589.52		28.07	4113 111	561.45 Christmas electricity	
23/02/2024	Horsley property Solutions	2023122	80.00			4051 105	80.00 Fix broken post	
23/02/2024	Horsley Property Solutions	2023125	85.00			4054 105	85.00 Public loos maintenance	
23/02/2024	James Hogg	2023126	19.00			4091 109	19.00 Burial Ground	
23/02/2024	G C Electrical	2023127	139.92			4054 105	139.92 Loos - light fittings	
29/02/2024	Jess Caine	2023123				4000 100	JC Salary	
29/02/2024	Ruth Harrison	2023124				4000 100	RH Salary	
29/02/2024	Chatter Telecommunications Ltd	DDCHAT	16.74		2.79	4033 103	13.95 Phone	
Total Payments:			5,582.95	0.00	320.72		5,262.23	



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Preferred and regular suppliers

Name	Main area of work
Emma Morris/Boneyard Blossom	Cleaning
Guy Marshall	Maintenance
Toby Banfield	Groundworks
Oakland Trees	Tree work
ATS	Tree survey
GC Electrical	Electrical work
Horsley Property Solutions	Maintenance
Mulberry and Co	Auditing
KH Heating and Plumbing	Heating and Plumbing
IQ Digital	Design and Printing
Countryside Contracts	Fencing and Landscape Specialists
Neil Curtis and Sons	Funeral Contractors
Lyreco	Stationery
Printerland	Toners
Cluskeys	Supplies for public toilets
Clear Councils	Insurance

Health and Safety Checks: Potential Digital Solution

Initially I investigated Gearlog – which has a free version. Unfortunately the free version seems very focused around actual equipment rather than checks e.g. litter, graffiti etc... Neither Jess or I could find a way for making this work for the Parish Council needs.

I've looked into different electronic solutions. Most of which are designed for much larger organisations. The most suitable I have found is by a company called Lumiform (German). I have a free 14 day trial and it would be suitable for our use. It would take a bit of set up to upload each item/area but once done would streamline the process. They have an app which means I could use it from my phone rather than carrying a clipboard round the village. There are also reporting functions for negative responses. You can set individual reminders for each area (e.g. monthly) and it keeps a log of when they were all completed. However there is a cost of the equivalent of £14 a month if paid annually. I have had a call with a Sales rep on 11th March and asked if they can negotiate on the figure for low usage. I am awaiting a response but think we may be very small for them to consider this beneficial.

Alternatively we carry on with current system of ticklists. I'm scanning them each month so there is an electronic record on One Drive as well as the hard copies. I can set up monthly calendar reminders. This would incur no costs.

I have reached out to the Whats App group of around 20 local clerks and as yet no-one replied with a digital solution for this (and the group is usually very active and responsive)

Ruth Harrison

Correspondence from Jenny Milligan and Alison Blick:

Good morning Ruth,

I was chatting with Jenny yesterday and we were thinking about how we might solve 2 problems on the allotments - the water run off and the paths being increasingly impassable.

I wondered whether we could get a working party of willing allotment holders together to start to dig out the pile of rubbish and dumped weeds etc at the back of the allotments, using some of it to fill in paths and eventually to dig a pond to catch some of the water. I do realise this is ambitious and probably couldn't be done in a day! I think we could also do with some advice as to how it might affect the water flow and also on the quality of the water.

There is lots of junk both there at the back and alongside some of the allotments.

If we could get enough people to help, would the Parish Council maybe fund a skip? Or is there anything else they could do?

These are just ideas at the moment but I don't see why people couldn't take part, even if only to help improve the paths that run along their own allotments.

I'll be interested to hear your response!

Alison

Hi Ruth

I have plot 4 which is on the left of the right hand track of the allotments. I normally walk but had to take my car to deliver manure. I went up the left hand track with a bit of skidding but when I continued back down the slope from my allotment, I got stuck with wheels spinning in the mud. After some time putting wood chippings under my tyres I managed to get moving again.

I wonder if the Parish Council to see their way to making the track usable for cars? Some paving slabs have been put down on the right hand track but they have now sunk. Unfortunately I don't think the problem is going to go away, even when it stops raining. The water runs down the track from Valentines Farm at the top of the allotments.

Also, when I went up the track to the left, the grass has become too high in the middle and the tracks each side too low.

Do hope the Parish Council can help with this.

Kind regards

Jenny Milligan

Correspondence: Request for a polytunnel from Jonathan Clark Plot 22

Hi Ruth,

I am writing to request permission to erect a 3m x 2m Polytunnel on my allotment plot 22. Previously there was a large metal frame on the plot which we have removed and we would like to replace this with a Polytunnel.

I look forward to your response.

Kind Regards,

Jon.

Ripley Parish Council
Victory House
High Street
Ripley
Surrey
GU23 6AF

YOUR REF:

OUR REF:

RIPLE01-01

DATE:

4 March 2024

Dear Jess

Re: Advice regarding purchase of land behind Ripley High Street

Thank you for instructing us to assist you in relation to advice regarding the potential purchase of parcels of land behind Ripley High Street.

I am required to give you information about how we will provide our services. Some essential points are outlined in this letter, with the terms of business setting out fuller details.

Who is to carry out the work?

I am the solicitor responsible for the conduct of your file. If I am not available, you can contact my colleague Jasmin Simner on 01306 877592 or jasmin.simner@surreyhillssolicitors.co.uk.

Identifying you

We are now required to obtain identification from clients together with proof of address for anti-money laundering purposes but local authorities are covered by the simplified procedure. I have undertaken the necessary checks so far as the Council is concerned so you need take no further action.

Contacts and authority

It is important that, to ensure the smooth conduct of the matter and to avoid unnecessary costs, I shall only deal with the Clerk, as the proper officer of the Council, unless the matter relates to the Clerk when I shall correspond with the Chairman or other specifically nominated councillor. I shall not accept instructions or variations to instructions from individual councillors without the authority of the Clerk or a specific resolution of the Council.

The Council is responsible for ensuring that there is appropriate authority, specific or general, for instructing the Firm and any transactions which you ask us to handle and I may need to have sight of that authority for my purposes or if a third party requests it.

How much we will charge

We estimate that the amount of work involved to deal with the above matter is 2 hours at a rate of £275 plus VAT. Our estimate of our fee to draft an initial letter to the various land owners is £550 + VAT. Any additional work will be charged at an hourly rate of £275 + VAT and a further quote will be provided for the purchases as and when a response is received from the land owners.

The estimate is based on a number of assumptions arising from the information and instructions you have provided. It relates only to work undertaken by Surrey Hills Solicitors LLP.

We will regularly review the amount of time we have spent compared to the estimate we have provided. If the amount of time spent exceeds the amount of time we estimated we will let you know. However our intention is not normally to charge more than our estimate, unless your instructions change and additional work is required. If we wish to do so we will let you know first and agree with you a different estimated charge.

Invoices

I shall normally deliver interim invoices to you at appropriate intervals, usually monthly, for the work carried out during the conduct the file. I am sure you will understand that in the event of payment not being made we must reserve the right to decline to act any further and that the full amount of the work done up to that date will be charged to you. We expect accounts to be settled within 14 days although I realise that local authority procedures may take longer than this.

As a result of changes to banking arrangements we request that payments are made electronically rather than by cheque.

Payments to others

The amount stated in the previous paragraph relates to the work that we do. There will be additional costs for other things that you are likely to have to pay for, these are called 'disbursements'. With regard to your matter there are likely to be disbursements, examples of what they are can be found in our terms of business.

Your right to complain

If you feel unhappy at any time about the service that we provide to you or the amount that we charge, I hope that you will first raise your concerns with me. Whether or not you wish to do this, we operate a formal complaints procedure, which you have the right to use at any time. Once you have followed this procedure, you also have the right to complain to the Legal Ombudsman. Please see paragraph 22 of the enclosed terms of business for further details about our complaints procedure and complaining to the Legal Ombudsman Service.

You have a separate right to challenge the amount of our bill, details of which are set out in our bill.

Use of information and data

Advice which I give may be confidential or exempt within the meaning of the Public Bodies (Admission to Meetings) Act 1960 or the Openness of Local Government Bodies Regulations 2014 and may attract legal advice privilege or litigation privilege justifying its withholding from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

Your right to cancel

You have asked us to start work on the above matter on your behalf immediately. By signing and returning a copy of this letter, or confirming your agreement by email, you are agreeing that we can start work immediately and that Surrey Hills Solicitors LLP do not have to wait for the cancellation period of seven days to expire.

If you require any further information, have any queries, please do not hesitate to contact me. Please could you sign a copy of this letter and return it to me, or confirm your agreement by email.

Yours sincerely

Kate Jackson

Kate Jackson
Partner
Surrey Hills Solicitors LLP
kate.jackson@surreyhillssolicitors.co.uk

Enclosures:
Terms of business

I have read the above and the standard terms of business of Surrey Hills Solicitors LLP and I agree to instruct Surrey Hills Solicitors LLP on the terms and conditions set out in them.

.....
Jess Caine

Dated:.....

TERMS OF BUSINESS

These terms of business and the accompanying letter set out the way in which we, Surrey Hills Solicitors LLP, will carry out work on your behalf. Many of the provisions have been included to comply with the Solicitors Regulation Authority's rules of professional conduct for solicitors.

1. People responsible for your work

The letter accompanying these terms of business gives details of the fee earner who will be acting for you. If you have any query, please raise it with him or her.

When telephoning us, please ask for the fee earner dealing with your file. If you are unable to contact that person, please leave a message with a colleague or on his or her voicemail. We would also encourage you to write or e-mail to us where possible so that there is a record on the file.

We will try to avoid changing the people who handle your work but if this cannot be avoided, we will inform you promptly who will be handling the matter and why the change was necessary.

2. Our commitment to you

We are committed to providing a good legal service delivered in a timely manner.

We will:

- always act in your best interests subject to our duty to the court;
- treat you fairly and with respect
- give you our best advice about whether to accept any offer of settlement;
- keep you informed of progress;
- communicate in plain language;
- explain the legal work that may be required and likely timescales;
- advise you and keep you up-to-date with the costs/risk benefit of pursuing a matter;
- aim to reply to letters and other communications from you and others promptly. We will not report to you for the sake of doing so but normally only when there has been some development;
- report developments on your file to you as they arise normally by letter but in cases of urgency by telephone or e-mail;
- review your file regularly;
- advise you of any changes in the law that affect your file.

3. Your commitment to us

You must:

- give us clear, timely and accurate instructions that allow us to do our work properly;
- provide all documents and information required to progress and to complete the matter in a timely manner;
- not ask us to work in an improper or unreasonable way;
- not deliberately mislead us;
- co-operate with us;
- attend as necessary on any expert and at any court hearing
- preserve documents relevant to your case, even where harmful to it.

4. Hours of Business

Our office hours are 9.00am. - 5pm Mondays to Fridays. Should you require appointments outside of the normal working hours, please contact us and we will try to accommodate your request.

5. Quality Assurance

We are committed to providing an efficient and effective service of the highest standard.

6. Funding your case

The accompanying letter and these terms of business set out the basis on which we propose to act for you. We do not work on a 'no win, no fee agreement' (conditional fee agreement) nor undertake legally aid work. If anyone other than you are paying or contributing towards your costs, please let us know and refer to paragraph 15 below.

You as our client will always remain responsible for our costs.

Local authorities are advised to ensure that there is adequate budgetary provision for and to seek promptly authority for the payment of legal costs. Our costs are payable whether or not there is Council authority to make payment.

7. Charges and expenses

Our charges are generally based on the time we spend dealing with a case. Time spent on your affairs will include meetings with you and perhaps others; any time spent travelling; considering, preparing and working on papers; sending and receiving letters, e-mails, texts and other correspondence; research and making and receiving telephone calls. Time will be charged as units of 1/10th of an hour.

At the outset of a matter we will give you an estimate of the charges. You must be aware that this estimate may change if your expectations change, the quantity of work, its complexity or the amount of time exceed the original estimate. You are strongly advised to monitor your budget for our charges and to raise any queries promptly.

In matters where we are charging on an hourly basis, the accompanying letter will set out the hourly rates for the person who will be handling your work. These rates are subject to review each year. We will notify you in writing of any increase which will apply following the review.

In addition to the time spent, we may consider several factors including the complexity of the issues, the speed at which action must be taken, the expertise or specialist knowledge that the case requires and, if appropriate, the value of the property or subject matter involved.

The charging rates detailed above will apply to work carried out for you prior to signature and return of these terms and conditions of business and our attached client care letter.

Unless otherwise agreed and subject to the application of the then current hourly rates these terms of business shall apply to any future instructions you give to us.

8. Conveyancing

In conveyancing matters, our charges will usually be based upon the work involved. We will generally provide an estimate of the likely costs at the outset of the matter (see below).

If the transaction does not proceed, we will charge only for work carried out. If it is necessary to make additional charges because of the complexity or circumstances of a transaction, we will discuss this with you and agree any additional fee.

If you are borrowing from a lender we will require the lender to arrange for the borrowed funds to be received by us at least four working days prior to the completion date. If the money is to be transferred to us electronically, the funds must be received by us on the day before completion to enable us to ensure that the necessary funds are available in time for completion. Your lender will charge interest from the date the funds were released to us. We are only able to complete your purchase transaction from cleared funds in our client account.

Where we are also acting for the Lender we are required to advise the Lender of all relevant facts including:

- any differences between your mortgage application and information we receive during the transaction;
- any price reductions or allowances of whatever nature.

If the transaction relates to a Leasehold Property which is in a Relevant Building for the purposes of the Building Safety Act 2022 we are unable to validate any certificate provided confirming whether the building is subject to remediation work or not.

9. Administration of Estates

In administration of estate matters, our charges will also contain an element based on the value of the estate. This will be on a percentage basis and will depend on the size of the estate, its complexity and whether or not the Partners of the firm are executors. It is likely to be in the region of 2% and 4%. We will normally submit an interim bill at regular stages during the course of the administration of an estate.

10. Expenses

There may be certain other expenses (often called "disbursements"), including payments we make on your behalf, such as court fees, search fees, fees for medical reports and barristers' fees, which you will have to pay. VAT is payable on certain expenses. We will try to give you a guide to these as the file progresses and would not incur substantial expenses without your prior knowledge. We will normally seek these sums from you before or as they are being incurred.

11. Other Costs

We reserve the right to pass on charges we incur for payments made by debit or credit cards in excess of £3,000.

12. Other Charging Information

You may set a limit on charges and expenses to be incurred. This means that you must pay the charges and expenses incurred up to that limit without our needing to refer to you. We will inform you as soon as it appears that the limit may be exceeded and will not exceed the limit without first obtaining your consent.

It is normal practice to ask clients to pay sums of money from time to time because the charges and expenses which are expected in the following weeks or months. We find this helps clients in budgeting for costs as well as helping to avoid delay in the progress of your case. The accompanying letter will tell you how much, if anything, we require on account before we start work on your file. We may request further payments on account for charges and expenses to be incurred as the matter progresses. We will offset any such payments against your final bill, but please note that your total charges and expenses may be greater than any advance payments.

13. Estimate

The accompanying letter may give an estimate or forecast range of the likely charges and expenses in your file. If it is not possible to do so at this stage, the letter will explain why. Please note that unless the accompanying letter specifies that the estimate is a fixed fee, all estimates are subject to revision should unforeseen additional work become necessary. This may happen where your instructions are not clear or documents requested is not available thereby hindering progress of a matter. It may also occur in Court proceedings if the other party with whom you are in dispute makes applications to the Court or takes up large amounts of time on procedural matters which could not reasonably have been anticipated when the estimate was given. There may be unexpected difficulties in progressing your file or your requirements or the circumstances may significantly change during the course of the matter. Should we need to increase the estimate we will inform you in writing of this as soon as possible.

Local authority and corporate clients should, in order to ensure the smooth conduct of the file and to avoid unnecessary costs, appoint and work through a single point of contact.

If for any reason the file does not proceed to completion, we will charge you for work done and expenses incurred.

14. Billing Arrangements

In all matters, we will send you a final bill towards the conclusion. We may also send interim bills at regular stages during the course of the matter, normally monthly. It is a standard practice to send bills electronically and bearing an electronic signature. We certify that the electronic signature is a valid means of signature. Your acceptance of these terms and conditions amount to acceptance of receiving bills electronically and bearing an electronic signature.

If you are unhappy with the bill you have received you should initially contact the relevant Fee Earner to discuss your concerns, however, if the issue remains unresolved you are entitled to make a complaint as set out in point 20 of the Terms of Business. Payment is due to us within **14** days of our sending you a bill. Where payment is not made within this time, interest will be charged on a daily basis from the date of the bill at four per cent over Lloyds Bank Plc base lending rate from time to time.

In all property transfers, we require our final bill to be paid before we complete the transaction. If we are holding monies on account, we will deduct our fees and disbursements from any money we are holding on your behalf before forwarding the monies on to you.

15. Recovery of Legal Costs from the other party in your case

You are primarily liable for the fees charged by us and any incidental expenses, even if there is an agreement that another party is to pay your costs. In litigation matters this also applies even if someone else is ordered to pay your costs in court proceedings. You should bear in mind that it is unlikely that the other party will be ordered to pay all of your costs and you will still have to pay any shortfall

If you are unsuccessful in your court case, you may be ordered to pay the other party's legal costs in addition to your own legal costs and disbursements. You may be able to insure against liability or the other party's legal fees.

16. Valuations

In providing legal advice in any transaction, unless you advise us otherwise, we will assume that you have satisfied yourself that any transaction value/price and other terms are reasonable and appropriate.

17. Tax Advice

In providing legal advice, there may arise tax implications that or require the consideration of tax planning strategy. The fee earner dealing with your case may not be qualified to advise on the tax implications. If you have any concerns over tax implications, please discuss them with the fee earner dealing with your matter and, if necessary, we will refer you on to a tax adviser. If you do not raise any concerns, we will assume that you have satisfied yourself of the taxation implications of the transaction.

18. Limited Companies

When accepting instructions to act on behalf of a limited company, we may require directors and/or major shareholders to sign a form of personal guarantee in respect of our charges and expenses. If such a request is refused, we will be entitled to stop acting and to require immediate payment of our charges up to that point and expenses as set out earlier.

19. Filing, storage of papers and deeds

We operate a cloud-based electronic case management system where documents are held electronically, although there may be some paper documents, therefore our normal communications are by electronic means and where necessary shall bear an electronic signature as a valid means of signing unless you advise us otherwise.

After completing the work, we are entitled to retain these electronic records and to keep all your papers and documents while there is money owing to us. We will keep our documents (except for any of your papers which you ask to be returned to you) for not less than one year. After that time, we keep the file on the understanding that we have your authority to destroy the file after such period as we consider reasonable. We will not destroy documents you ask us to deposit in safe custody. We will keep evidence of your identity for at least five years. If you request a copy of your entire file, it will be provided to you in an

electronic format, unless you request otherwise. If you require a paper copy we reserve the right to charge you for our associated printing costs.

We do not normally make a charge for retrieving stored papers or deeds in response to continuing or new instructions to act for you. However, we may make a charge for producing stored papers or documents to you or another at your request. We may also charge for reading papers, writing letters or other work necessary to comply with the instructions given by you or on your behalf. Where storage is off site and we are charged for retrieval of files we will expect you to reimburse that cost.

20. Termination

You may terminate your instructions to us in writing at any time but we are entitled to keep all your papers and documents while money is owing to us.

We will only decide to stop acting for you with good reason. We might do this include if you do not pay an interim bill on time or if you fail to comply with our request for a payment on account.

In litigation cases, we will require all clients to sign a "Notice of Acting in Person" which we can then send to the court and all other parties should our instructions be terminated and will avoid having to attend court for this reason. We will let you know in advance if we have to make use of this.

If we should choose to stop acting for you, we will advise you of any possible options to pursue your case.

If you or we decide that we will stop acting for you, you will pay our charges up to that point and expenses incurred as set out earlier.

21. Money held on your behalf

It is our policy to pay interest on money we hold in our client account on your behalf at the rate payable by Lloyds Bank plc on its Instant Access Deposit Account (or equivalent account if this account is withdrawn), provided that such interest earned exceeds £20. This may be less than the rate at which you could have invested the money yourself. The period for which interest will be calculated will normally run from the date on which cleared funds are received by us until the date on which the payment to you is issued. If we hold sums of money for you in relation to different files unless the files are connected we will normally treat the money relating to each of the different files separately. We will not account to you for interest on money held for the payment of disbursements or professional fees. In certain circumstances (for example where large sums are held for long periods) we may, by prior arrangement, pay interest at a higher rate or vary the terms in some other way. Please note that no tax will be deducted from interest payments and that you must declare any interest received to HM Revenue and Customs as part of your income for the tax year in which it is received. Interest is normally payable at the end of the matter.

We do not provide banking facilities for you.

We are normally only able to accept cash up to a limit of £500 in any 28-day period.

Our clients' money is held with a bank which is regulated by the Financial Conduct Authority and the Prudential Regulation Authority. We hold your money strictly in accordance with the Solicitors Accounts Rules and in normal circumstances it is fully protected. We will not be liable to repay any money that we hold for you in our client accounts which is lost as a result of a banking failure.

In the event of a bank or building society failure the upper limit of compensation payable from the Financial Services Compensation Scheme is currently £75,000. The compensation limit applies to the individual, therefore if you hold other personal monies with the same bank or building society as that with whom our client account is held the limit will remain £75,000 in total. You should be aware that some deposit taking institutions operate under several brands. Furthermore, you should be aware that if the deposit holder is a corporate body and it is not considered to be a small company by the FSCS then it will not be eligible for compensation.

Please note that we will assume that we hold your consent to the disclosure to the FSCS of client details in the event of a failure of a deposit-taking institution with which we have deposited client's funds.

For further up to date information on the Financial Services Compensation Scheme we would refer you to: <http://www.fscs.org.uk/what-we-cover/products/banks-building-societies>.

22. Complaints

We are confident that we will give you a high quality service in all respects. However, if you have any queries, concerns or complaints about our work for you including our bill, please take them up first with the fee earner handling your work. There may also be a right to object to the bill by applying to the Court for an assessment of the bill under Part III of the Solicitors Act 1974. If speaking to the fee earner handling your work does not resolve the problem to your satisfaction or you would prefer not to speak to that fee earner, then please take it up with the fee earner's supervisor. If the matter is still not resolved, please write to us marking your letter for the attention of our complaints partner, Sarah Christmas. We do have a complaints policy and procedure which can be made available on request at that stage. This is also available on our website

www.surreyhillssolicitors.co.uk Please raise immediately any concerns you may have with us in order that we may seek to resolve any problems quickly. We value you and would not wish to think you have any reason to be unhappy with our services. If the matter is not resolved you can contact the Legal Ombudsman at P O Box 6806, Wolverhampton, WV1 9WJ (helpline number 0300 555 0333) or refer to its website at www.legalombudsman.org.uk. Any complaint to the Ombudsman must be made within six months of the end of the work we did for you or of you finding out there was a problem.

23. Money Laundering Precautions

Like all firms of solicitors and other professional groups, we are required by law to apply procedures to guard against the risk of money laundering.

Identification checks: We need to obtain formal evidence of your identity. This may be necessary even though we have acted for you before, or if you are known personally to a member of staff. We will have to see original documents or a copy certified by a solicitor.

We will require one of the following as evidence of your name and date of birth

- (a) current valid full passport
- (b) national identity card or resident's permit
- (c) current photocard driving licence
- (d) firearms certificate
- (e) state pension or benefit book
- (f) HM Revenue & Customs tax notification.

We will require one of the following as evidence of your address:

- (a) home visit
- (b) electoral roll check
- (c) recent utility or local authority council tax bill
- (d) recent bank/building society statement
- (e) recent mortgage statement
- (f) current driving licence (not if used in List A)
- (g) local council rent card or tenancy agreement..

These provisions do not apply to public bodies such as local authorities.

Source of funds: At the start of any file we will normally ask you to tell us the source of any funds you will be using. It is simplest for us if the source is an account, in your name, in a UK bank or building society. If the source is an unusual one, such as an account in another country, or in the name of someone other than yourself, please tell us as early as possible, including the reason.

If insufficient evidence is provided to verify your identity and/or the source of your funds we reserve the right not to accept or to terminate instructions.

These provisions may apply to the directors and major shareholders of corporate bodies.

These provisions do not apply to public bodies such as local authorities.

Destination of funds: Where we are to pay money out to you, we will normally do so by cheque in your favour, or into an account in your name. If you want us to pay surplus money out into the name of someone other than yourself, please tell us as early as possible, including the reason.

Confidentiality: Solicitors are under a professional and legal obligation to keep the affairs of the client confidential. This obligation however is subject to a statutory exception: legislation on money laundering and terrorist financing has placed solicitors under a legal duty in certain circumstances to disclose information to the National Crime Agency. Where a solicitor knows or suspects that a transaction on behalf of the client involves money laundering the solicitor may be required to make a disclosure. If while we are acting for you it becomes necessary to make such a disclosure, we may not be able to inform you that it has been made or of the reasons for it because the law prohibits "tipping off". Where the law permits, we will tell you about any potential money laundering problem and explain what action we may need to take. This can include even small amounts of money, and covers all offences, including for example tax evasion and benefit fraud.

We will not be liable to you where you suffer loss as a result of our delay in executing your instructions and our refusal to provide you with information regarding that delay where we are acting in accordance with our statutory anti-money laundering obligations.

24. Equality and Diversity

We are committed to promoting equality and diversity in all its dealings with clients, third parties and employees. Please contact us for a copy of our equality and diversity policy.

25. Data Protection

We use your personal data primarily to provide legal services to you, but also for related purposes as described in our Privacy policy attached Privacy policy and including:

- conducting checks to identify you, verify your identity and screen for financial or other sanctions
- gathering and providing information required by or relating to audits, enquiries and investigations by regulatory bodies
- complying with professional, legal and regulatory obligations that apply to our business
- ensuring business policies are adhered to, eg policies covering security and internet use
- operational reasons, such as improving efficiency, training and quality control
- ensuring the confidentiality of commercially sensitive information
- statistical analysis to help us manage our practice
- updating and enhancing client records
- preventing unauthorised access and modifications to systems
- preparing and filing statutory returns
- ensuring safe working practices, and monitoring and managing staff absences and staff access to systems and facilities
- staff administration and assessments, monitoring staff conduct, and disciplinary matters
- marketing our services
- external audits and quality checks

Our use of your personal data is subject to your instructions, the EU General Data Protection Regulation (GDPR), other relevant UK and EU legislation and our professional duty of confidentiality.

Surrey Hills Solicitors LLP is a data controller for the purpose of the GDPR and other relevant data protection legislation.

We take your privacy very seriously. Please read our Privacy policy carefully, available on our website www.surreyhillssolicitors.co.uk or on request, as it contains important information on:

- what personal data we collect about you and how that data is collected
- how, why and on what grounds we use your personal data
- who we share your personal data with
- where your personal data is held and how long it will be kept
- whether your personal data may be transferred out of the European Economic area and, if so, the measures taken to protect that data
- your rights in relation to the personal data we hold or use
- the steps we take to secure your personal data
- how to make a complaint in relation to our use of your personal data
- how to contact us with any queries or concerns in relation to your personal data

We may use your personal data to send you updates (by email, telephone or post) about legal developments that might be of interest to you and/or information about our services, including exclusive offers, promotions or new services[or products]. You have the right to opt out of receiving promotional communications at any time, by contacting us.

26. Investment Services

Sometimes conveyancing/family/probate/company work involves investments. We are not authorised by the Financial Conduct Authority and so may refer you to someone who is authorised to provide necessary advice.

27. Lien

The common law entitles us to retain any money, papers or other property belonging to you which properly come into our possession pending payment of our costs, whether or not the property is acquired in connection with the file for which the costs are incurred. This is known as a "general lien". We are not entitled to sell property held under a lien but we are entitled to hold property other than money even if the value of it greatly exceeds the amount due to us in respect of costs.

If we are conducting litigation for you, we have additional rights in any property recovered or preserved for you whether it is in our possession or not and in respect of all costs incurred whether billed or unbilled. We also have the right to ask the court to make a charging order in our favour for any assessed costs.

28. Limitation on Liability

Our liability to you for a breach of your instructions shall be limited to £3 million unless we expressly state a higher amount in the letter accompanying these terms of business. We will not be liable for any consequential, special, indirect or exemplary damages, costs or losses or any damages, costs or losses attributable to lost profits or opportunities.

We can only limit our liability to the extent the law allows. We cannot limit our liability for death or personal injury caused by our negligence.

Please ask if you would like us to explain any of the terms above.

29. Transactions

Criminals are increasingly impersonating solicitors and obtaining money by convincing clients that their solicitor's bank details have changed. Details of Surrey Hills Solicitors' account number are provided in our client care letter. Surrey Hills Solicitors will not change its bank details during the course of a transaction and will not telephone or email you with alternative banking details at any time. You must treat any communications you receive that purport to change our bank details as fraudulent. If you receive any such communication please contact your lawyer at Surrey Hills Solicitors (not by an electronic method) and ensure you are satisfied that all information you receive is accurate. Surrey Hills Solicitors will not take responsibility for any loss or other consequences if you fail to comply with these conditions.

Thank you for instructing us. We look forward to provide our services and achieving a satisfactory outcome for you.

I confirm I have read, understood, and I accept, the terms of business set out above and in the attached letter.

Signed.....

Date.....

Name of signatory.....



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

Application to place a bench on parish council owned or managed land

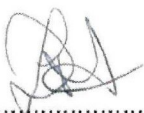
Name: MRS DAWN MUNT
Address: 2 CORNWALL COTTAGE
THE GREEN, RIPLEY, GU23 6AR
Email:
Phone: 07765 112075

Location for new bench to be agreed with Ripley Parish Council (please contact the Clerk for a current map)

*I agree to pay Ripley Parish Council ^{£1536} £xxxx for the purchase and installation of a new *Ranmore* bench

*I agree to pay Ripley Parish Council ^{£343.20} £xxx for the addition of a plaque to an existing *Ranmore* bench

*Delete as applicable

Signed: 

- NO existing of wood

- will purchase an plaque + name to it £60



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www.ripleyparishcouncil.gov.uk

**MINUTES of RIPLEY PARISH COUNCIL PLANNING & ENVIRONMENT COMMITTEE
MEETING held on WEDNESDAY 17th JANUARY 2024 at 1800HRS at VICTORY HOUSE**

Present: Cllr Richard Ayears
Cllr Ian Baker
Cllr Rowland Cornell
Cllr Sarah Gill (Chairperson)
Cllr Paddy McLaughlin
Cllr Peter Shoesmith
Ruth Harrison, Clerk of the Council
Jess Caine, Assistant Clerk
No members of the public

P&E 082/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Caroline Bimson

P&E 083/24 DISCLOSURES OF INTEREST

There were no disclosures of interest.

P&E 084/24 PUBLIC QUESTIONS

There were no public questions.

P&E 085/24 MINUTES & MATTERS ARISING

The Minutes of the Planning & Environment Committee meeting held on Wednesday 20th December 2023 were received, confirmed, and signed as a true and correct record by the Chairperson.

P&E 086/24 PLANNING APPLICATIONS

The Planning & Environment Committee considered the following planning applications, formulated the following observations, and **RESOLVED: That the agreed comments of the Planning & Environment Committee be forwarded to Guildford Borough Council (GBC) and reported to the Ripley Parish Council meeting scheduled to be held on Wednesday 20th March 2024.**

23/P/02066

Location: Fernwood, Nurseries, Tithebarns Lane, Send, GU23 7LE

Proposal: Demolition of three nursery buildings and erection of three replacement buildings for classic/specialist car repairs and restoration (retrospective application).

Contact : Victoria Bates victoriabates@guildford.gov.uk

Ripley Parish Council supports Planning Application ref 23/P/02066

P&E 087/24 PLANNING ENFORCEMENT, APPEALS, & DECISIONS

Members received and considered planning enforcement cases in the parish. No decisions and informatives were received.

It was RESOLVED: That the reports be noted.

P&E 088/24 PLANNING & ENVIRONMENT INFRASTRUCTURE SUB-COMMITTEE

Members received and considered matters ongoing under the remit of the P&E Committee:

- i) National Highways – M25 J10/A3 Wisley Interchange Improvement Scheme update; Development Consent Order Regulation 19.
Under the Development Consent Order, National Highways were required to discharge several Requirements, one of which was Requirement 19 relating to carrying out traffic calming measures in Ripley. The Application for Discharge of Requirement 19 was submitted to the Secretary of State for his consideration in mid-December and it received approval on 22nd December 2023. Although the Wisley Lane diversion can open, expected in the Spring, the detailed design and plan for carrying out works in the village needs to be finalised. It was hoped that construction would be between 5th August and 26th September 2024. Further updates were expected in February.

It was RESOLVED: That the information be noted.

- ii) Local Cycling & Walking Infrastructure Plan (LCWIP).
Cllr McLaughlin raised concern over the cycle and footpath route, from the A3 bridge, into the RHS and beyond to Byfleet and Weybridge. He considered a preferable route would be East of Wisley Lane and North beyond the main Car Park exit. This could guide cyclists and pedestrians safely beyond the RHS car park exit avoiding most of the traffic.

It was RESOLVED: Cllr McLaughlin to raise design issues for the cycle and footpath route from the A3 bridge with appropriate authorities.

P&E 089/24 PLANNING & ENVIRONMENT

Members received and considered matters ongoing under the remit of the P&E Committee:

- i) Inquiry ref: APP/Y3615/W/23/3320175 Ripley Parish Council and Send Parish Council joint Rule 6 representation; notification of Public Inquiry.
There were no further updates.

P&E 090/24 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 Wednesday 21st February 2024 at 18.00.

The meeting closed at 18.40 hrs.

Date:

Chairperson



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Surrey
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Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
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Schedule of meetings

Date	Description	Time
March 2024		
20/03/2024	Planning & Environment Committee	18:00
20/03/2024	Full Council	19:00
27/03/2024	Annual Parish Meeting	19.00
April 2024		
16/04/2024	Finance Working Group	19:00
17/04/2024	Planning & Environment Committee	18:00
17/04/2024	Full Council	19:00
May 2024		
15/05/2024	Planning & Environment Committee	18:00
15/05/2024	Full Council	19:00
June 2024		
19/06/2024	Planning & Environment Committee	18:00
19/06/2024	Full Council	19:00
July 2024		
10/07/2024	Finance Working Group	19:00
17/07/2024	Planning & Environment Committee	18:00
17/07/2024	Full Council	19:00
August 2024		
21/08/2024	Planning & Environment Committee	18:00
September 2024		
18/09/2024	Planning & Environment Committee	18:00
18/09/2024	Full Council	19:00

	October 2024	
9/10/2024	Finance Working Group	19:00
16/10/2024	Planning & Environment Committee	18:00
16/10/2024	Full Council	19:00
	November 2024	
20/11/2024	Planning & Environment Committee	18:00
20/11/2024	Full Council	19:00
29/11/2024	Christmas Fair Marshalls meeting	17:00
	December 2024	
1/12/2024	Christmas Fair	
18/12/2024	Planning & Environment Committee	18:00

*Nature Reserve Working Group meetings held at the Nature Reserve

Communication: Roadworks in the village

Hi Ruth/Jess,

I had a call yesterday from an annoyed resident about the roadworks in the high street near the Half Moon, which had caused him 20-30 minute delays into and out of the village. He wanted to know who was doing the works, and why there had been no warning. I suggested (rightly or wrongly) that he contact Surrey Highways, and his response was that they are difficult to get hold off (which I guess means he must have tried?).

His main points were:

- * No advanced warning
- * No contact details on the barriers, so he'd didn't know who to call
- * No sign of anything being done

I was unable to help on any of these, but said I'd raise it at the next RPC meeting. Not sure there's much we can do, though.

Please add an item to the Agenda for the next meeting to discuss.

Thank you.

Cllr. Ian Baker