

**HORLEY TOWN COUNCIL**  
**Leisure & Amenities Committee**

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 5 September 2017 at 7.30 pm.

**Present**            Councillors    Simon Marshall (in the Chair)  
  J Baird  
  M George  
  J Hudson  
  Samantha Marshall  
  Valerie Marshall  
  F Stimpson

**In Attendance**                                 A Jones (Town Clerk)  
  J Morgan (Administrative Assistant)  
  Justine Chatfield – RBBC Community Development  
  Manager  
  Tony Freeman – RBBC Community Development Worker

**L 4229      Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Baker, Etheridge, Adrian Kitajewski, Powell, Randall and the Deputy Clerk be accepted, for reasons as specified in the attendance register. (Cllr Banwait was absent.)***

**L 4230      Disclosable Pecuniary Interests and Non-Pecuniary Interests**

There were no Declarations of Interest in relation to any items included on the agenda.

***RESOLVED: noted.***

**L 4231      Public Forum**

The RBBC Community Development Team gave a brief presentation to members. Tony Freeman, Community Development Worker for the Horley area introduced himself. He thanked the Town Council for allowing him to hot desk and explained his role. He explained that he had found many positive community outcomes in Horley and that his job was to build on that to create community cohesion and inclusion by signposting available services and working to remove access barriers. He added that he would also be identifying areas where there was a need for more community engagement. He suggested a two-way flow of information between himself and the Town Council to keep him informed of any community activity and possible local concerns.

- L 4231)** Justine Chatfield, Community Development Manager said that RBBC had a long-term commitment to Community Development and briefly outlined the evidence for supporting these activities. She explained that there were currently three specific focus areas in Horley, Court Lodge, the main focus, the Gardens Estate, where there seemed to be issues around transport and affordability of services for older people, and the Acres, a pilot taking a small part of the time to help establish the new community. The overall goal of the work was to create empowered active communities who could get involved and help themselves.

Cllr Simon Marshall thanked Justine and Tony for their presentations. Members suggested that Tony get in touch with the Horley Conservation Group, the Gatwick Greenspace Partnership, the Court Lodge Residents Association and the Horley Town Management Group.

**RESOLVED: noted.**

- L 4232** **Approval of Minutes**  
**Leisure and Amenities Committee, 11 July 2017**

The minutes of the above meeting of the Leisure and Amenities Committee were presented for confirmation by Committee members and signature by the Committee Vice-Chairman.

**RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be approved.**

- L 4233** **Horley Churchyards**

Members were updated on the situation regarding the closure of the Old Churchyard. Ministry of Justice Approval was awaited and, once received, the subsequent request regarding future maintenance of the Churchyard would be forwarded to the Borough Council. It was noted that the next meeting of the Churchyards Committee was due to take place on 11<sup>th</sup> October 2017.

**RESOLVED: noted.**

- L 4234** **Grounds Maintenance Update**

Members were updated on recent meetings with the Burleys Area Manager, notes of which are appended.

**RESOLVED: noted.**

**L 4235      Playgrounds and Inspections**

It was noted that inspections were ongoing and that there was nothing significant to report.

***RESOLVED: that receipt be noted of the Contractor's detailed weekly and daily visual playground inspection reports.***

**L 4236**      The Clerk advised that the replacement of the safety surfacing in Horley Recreation Ground Playground would need to be undertaken reasonably soon as it was showing signs of age.

***RESOLVED: noted.***

**L 4237      New Skate Park, Horley Recreation Ground**

The Clerk advised that Bendcrete had carried out some repairs. The condition of the surface would be kept under review and any repairs would be carried out under warranty. He added that the Town Council hoped to arrange a photo call with sponsors, (RBBC & SCC), which would probably take place in October.

***RESOLVED: noted.***

**L 4238      Tennis Courts, Horley Recreation Ground**

Members were updated on a recent meeting with a representative of the Lawn Tennis Association (LTA), regarding LTA objectives to promote Community Tennis. It had been explained that, once improved, income could be generated via a paid gate access system to the courts, with discounted family memberships etc. Match funding for improvements might be available through the "Growing the Game fund. An indication of refurbishment costs was still awaited from the LTA.

***RESOLVED: noted.***

**L 4239      Donkey Derby, Dog Show and Circus Wonderland**

It was noted that the Donkey Derby and Dog Show would be taking place on 10 September and that Circus Wonderland would be arriving on the evening of the same day.

***RESOLVED: noted***

**L 4240**      **British Heart Foundation request for Clothing Bank to be placed at Horley Recreation Ground**

***RESOLVED: that the request be declined.***

**L 4241**      **Provision of extra Benches in Horley Recreation Ground.**

Following residents' comments, it appeared that there may be a need to plan for some additional seating in Horley Recreation Ground.

***RESOLVED: that the costs be evaluated and the matter be re-considered at the next meeting of this Committee.***

**L 4242**      **Funfair at Horley Recreation Ground**

***RESOLVED: that Jimmy Beach be permitted to bring his funfair to Horley Recreation Ground for two weeks in October (open 13, 14, 15 and 20, 21, 22 October) for the agreed charge of £2,000. (A copy of the letter detailing terms and conditions is appended.)***

**L 4243**      **Replacement Playground at Court Lodge Fields**

The Clerk advised that he and the Deputy Clerk had met with a number of Playground companies, following the Expression of Interest which had been placed on the Contracts Finder website. Full tender information was expected to be placed on the site by the end of October.

***RESOLVED: noted.***

**L 4244**      **Summer Boot Camps at Court Lodge Fields**

***RESOLVED: that the request from the General Manager of Horley Leisure Centre to postpone the start of the Boot Camps until June 2018 be approved.***

**L 4245**      **Church Road and Langshott Allotments**

The Clerk advised that permission had been given to Metro Bus for use of the toilet at Langshott Allotments by bus drivers, for an initial two-month trial period. The bus company would be contributing towards the cleaning cost, as well as for any lighting which may be required.

***RESOLVED: noted***

**L 4246**      **Wild Flowers at Church Meadows**

Members were advised that the Deputy Town Clerk had met with Burleys

- L 4246)** and it had been agreed that, due to the number of weeds, the two main triangles would be weedkilled and re-seeded next year. The cuttings from this year would be scattered on the natural long grassed area, to encourage a greater variety of flowers in this area next year. Burleys would advise on the type and mix of seeds to be used in all other areas.

**RESOLVED: noted.**

#### **Tree Matters**

- L 4247** Members were advised that a damaged Horse Chestnut Tree in the Memorial Gardens had been felled and the stump ground as a matter of urgency, at a cost of £450 plus VAT.

**RESOLVED: that the costs be ratified.**

- L 4248** **RESOLVED: that the quotation received from County Tree Surgeons Ltd to carry out tree condition surveys at all Town Council sites, for the total sum of £1,320 plus VAT, be approved.**

- L 4249** It was noted that Vincenzo Delacovo, the Borough Council's Tree & Woodlands Officer had left the Borough Council's employment. A replacement Tree Officer was expected to be in post by mid-October.

**RESOLVED: noted.**

- L 4250** **Horley Open Spaces Advisory Committee (HOSAC)**

It was noted that the next meeting of the Committee was to be held on 12 September 2017. Borough Council Officers Mark Jolley and Lee Wilcox had been added to the HOSAC distribution list to replace Emanuel Flecken, former Green Spaces Manager

**RESOLVED: noted.**

- L 4251** **Horley Conservation Group**

Members were informed that work was to start on the preparation of the Community Orchard at the Fieldings (The Acres) on 17 September.

**RESOLVED: noted.**

- L 4252** **Horley in Bloom (HIB) Competitions**

Members were advised that there had been a late surge of entries for the HIB Photographic competition, due to be judged the following week. Arrangements for the Awards evening to be held on 29<sup>th</sup> September were

**L 4252)** progressing smoothly and invitations would be sent out soon.

**RESOLVED: noted.**

**L 4253 South & South East in Bloom (SSEIB)**

It was noted that the Awards Ceremony was due to be held at the Copthorne Effingham Hotel on 20 September 2017, when the results would be announced.

**RESOLVED: noted.**

**L 4254 High Street Car Park (Uber Taxis)**

The Clerk advised that he was continuing to keep a record of the time spent by the Town Centre Caretaker clearing up the High Street Car Park.

**RESOLVED: noted.**

**L 4255 Horley Carnival, 16 June 2018**

Cllr George told members that planning for the event had begun. The theme would be Heroes and Villains. The parade was beginning to outgrow the Victoria Road Car Park as the assembly point so a limit may need to be placed on the number of parade entries.

A joust had been considered, however it had been decided that this would work better as a stand-alone event. Consideration was also being given to running a music festival as a separate event. Arena events being considered for 2018 included an aerial gymnastics display team and a dog display team.

**RESOLVED: noted.**

**L4256 Town Centre Christmas Tree**

The Clerk advised that the budget for the Christmas Tree (including collection, installation etc) was £2000. It was agreed that, as last year, Cllr Baker would select a suitable tree from the Balcombe Estate, in readiness for the Christmas Fayre on 2 December.

**RESOLVED: noted.**

**L 4257 Letters Received**

The Town Clerk told members that he had received a response from the Horley Royal British Legion expressing their disappointment that the Town Council would not permit an oak tree to be planted in the Memorial

L 4257) Gardens.

***RESOLVED: that the matter be discussed in greater detail at the next Full Council Meeting on 17 October***

L 4258 Diary Dates

***RESOLVED: that forthcoming events be noted.***

L 4259 Confidential Business

***RESOLVED: that, "in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."***

L 4260 Security in Recreation Grounds

**Confidential**

The Clerk clarified recent matters, which had been raised.

**Meeting closed at 9.00 pm**

**Date of next meeting – 31 October 2017**

**Notes of the Monthly Grounds Maintenance Meeting with Burleys representatives, held on Thursday 27 July 2017 at 3.00 pm in the Town Council Offices, 92 Albert Road, Horley**

Present:	Carol Fenton	HTC
	Cllr Simon Marshall	HTC
	Alan Jones	HTC (Part Meeting)
	Tom Hughes (Contract Manager) Burleys	
Apologies:	Cllr James Baker	HTC

**Horley Rec:** Carol advised that the Sports Academy activities at both Horley Rec and Court Lodge Fields had been cancelled due to a lack of interest. It was noted that the hedges to the rear of the park along Vicarage Lane urgently required cutting back as brambles etc were overhanging the footpath. Alan advised that some minor reinstatement was likely to be needed around the perimeter of the skate park, to be carried out by the installer, Bendcrete. Carol added that a lot of extra litter was being generated around the skate park, as a result of its popularity.

**Court Lodge Playing Fields:** It was noted that the football pitches were in excellent condition. Tom was reminded that friendly football matches were due to start on 5 August and he confirmed that the goal posts would be erected week commencing 31 July. Burleys would also be provided with keys to the new back door of the Pavilion. Tom confirmed that the paved areas to the front and rear of the Pavilion would be re-sprayed to remove the weeds..

**Emlyn Meadows:** No issues to report.

**Michael Crescent Centenary Park:** No issues to report.

**Church Meadows:** It was noted that the wild flower areas had been very successful. Carol said that the South East in Bloom judges had suggested that in future the areas might be managed in a different way. It was agreed that Carol and Tom would meet on site in late August / early September to consider this, prior to the areas being cut down.

**Other Matters :** Thanks were recorded for the work carried out by Burleys in readiness for the South East in Bloom judging. Carol advised that the hedges at the Church Road Allotments required cutting back, particularly the outside along Church Road. Carol also requested that the areas along the drive and around the car park at Langshott Allotments be strimmed, as well as weed killing the car park area.

**Date of next meeting: Thursday 31 August at 3.00 pm**



**Notes of the Monthly Grounds Maintenance Meeting with Burleys representatives, held on Thursday 31 August 2017 at 3.00 pm in the Town Council Offices, 92 Albert Road, Horley**

Present:	Carol Fenton	HTC
	Cllr Simon Marshall	HTC
	Alan Jones	HTC
	Joan Walsh (Part mtg)	HTC
	Tom Hughes (Contract Manager) Burleys	
Apologies:	Cllr James Baker	HTC

**Horley Rec:** It was noted that the hedges had been cut by a Sub-Contractor of Burleys, however Alan pointed out that there were some issues which may need addressing. There had also been some issues with litter collection whilst the regular operative had recently been on leave.

**Court Lodge Playing Fields:** Joan advised that she believed there would be some demand for the mini pitches (7 v 7) this season. Alan advised that Expressions of Interest were currently being sought for a replacement playground at Court Lodge. Tom agreed to check with his operatives whether the paved areas to the front and rear of the Pavilion had been re-sprayed to remove the weeds..

**Emlyn Meadows:** No issues to report.

**Michael Crescent Centenary Park:** There were some issues with the large climbing frame in the playground. Bennetts were looking at possible repairs. Tom said that Burleys would also be able to look at options for the climbing frame.

**Church Meadows:** It was noted that, following an earlier site meeting, Tom had advised that the two triangular wild flower areas would be best weedkilled for next year, due to the large amount of weeds there at the present time. He suggested that, once the areas were cut down, the arisings be lain along the edges of the natural areas for 2 – 3 weeks. It was noted that Tom would advise on suitable seed mixes for 2018.

**Other Matters :** Tom advised that he believed that the areas along the drive and around the car park at Langshott Allotments had been strimmed, as well as weed killing the car park area itself. Carol advised that the hedges at the Church Road Allotments required cutting back, both inside and outside. It was agreed to meet with Tom at the Langshott Allotments in October to agree a plan to create some amenity space at the far end of the Allotments.

**Date of next meeting: Wednesday 4 October 2017 at 3.00 pm**

# HORLEY TOWN COUNCIL

**Alan Jones** FCSI ACIB

**Town Clerk**

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3 October 2017

## To Beach's Funfair

Dear Mr Beach

### Funfair at Horley Recreation Ground, October 2017

I am pleased to confirm, on behalf of the Town Council, that we are agreeable to you bringing your funfair into Horley Recreation Ground from **Monday 9 October 2017**. We understand that the funfair will be open on **13, 14 15 October** and **20, 21, 22 October** and that you will vacate the Recreation Ground on **Monday 23 October 2017**. **Operating hours to be no later than 10.00 pm on Friday & Saturday and no later than 9.00 pm on Sunday.**

The Town Council agrees to payment of £2,000 (two thousand pounds) in respect of the hire of the land and requests that you also provide a deposit of £500 (five hundred pounds). The deposit will be retained by the Town Council for the duration of the visit and may be used to make good any damage caused to land and/or property. The Town Council reserves the right to refuse the movement of vehicles either onto or away from the Recreation Ground, should weather conditions prove to be particularly unfavourable. Additionally the Town Council reserves the right to modify the funfair's opening hours, should there be complaints from members of the public. This offer is also subject to your supplying and maintaining portable toilets for use by visitors to the funfair.

Please ensure that your caravans are not parked close to the boundaries of neighbouring properties and please keep loud noise to a minimum, particularly late at night and when arriving at and leaving the Recreation Ground. **Please also make arrangements to have any large amounts of rubbish cleared away, prior to your departure.**

Finally, members wish to be assured that you have adequate Public Liability Insurance for this event. Whilst the Town Council accepts responsibility for its property, it seeks indemnity against claims or actions for loss, damage, injury or death caused as a direct result of the event or associated activities. A copy of your public liability insurance cover would be appreciated.

If you are agreeable to the above conditions, please confirm by email, phone or in writing.

Yours sincerely

A handwritten signature in blue ink that reads 'Carole Featon'.

**Deputy Town Clerk**