

**HORLEY TOWN COUNCIL**  
**Planning & Development Committee**

Minutes of a Meeting of the above-named Committee held at the  
Town Council Offices, Albert Road, Horley  
on 15 June 2010 at 7.30 pm.

**Present**                      Cllrs    Mike George (Chairman)

Paul Avis  
Richard Bethell  
Denese Brooke-Harte  
Jack Chapman  
Graham Knight  
Simon Marshall  
Richard Olliver  
David Powell  
Veronica Snowball

**In Attendance**                      Alan Jones (Town Clerk)  
Joan Walsh (Administrative Assistant)

**P 2892    Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Miller and Stimpson be accepted, for reasons as specified in the Attendance Register.***

**P 2893    Declarations of Interest**

***RESOLVED: that the Declarations of Interest, as appended to these minutes, be noted.***

**Public Forum**

Six members of the public were in attendance during the Public Forum.

**P 2894    Planning Application: P/10/00858/F – Development of 9 Apartments at “Wayside”, 12 Russells Crescent; and  
Planning Application: P/10/00859 – Demolition of “Wayside”, 12 Russells Crescent**

Five residents of Russells Crescent each gave their own objections to the two proposed Planning Applications, with reference to accompanying photographs of the existing site at Russells Crescent. It was noted that two residents had already made their comments in writing to Reigate & Banstead Borough Council. Each speaker thought the Applications should be objected to on the grounds of inappropriate development in a conservation area; out of character with adjacent properties; and overdevelopment. These objections were acknowledged amongst members. It was duly noted that there was no objection to converting the existing building into separate flats, as previously proposed, as the residents felt that this would also be in keeping with the history and character of the road, and the heritage of the area as a whole would be preserved.

**P 2894)** The Chairman thanked the speakers for their comments, and explained that their comments would be taken into account when discussing the Applications.

***RESOLVED: noted.***

**P 2895 North East Sector Development / Allotments – Comments by Mr Simon Court**

Mr Court reported that during a recent visit at the North East Sector development, he noted a significant wastage of top soil that could be used at the allotments. He also raised the suggestion of additional land that could be converted into new allotments. The Committee Chairman thanked Mr Court for his comments, and advised that he would be contacted at a later date to discuss further.

***RESOLVED: that the Clerk contact Mr Court regarding new allotments.***

**P 2896 Approval of Minutes  
Planning & Development Committee – 18 May 2010**

The minutes of the above meeting of the Planning & Development Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Planning & Development Committee, be approved.***

**Matters Arising - Planning & Development Committee – 18 May 2010**

**P 2897 Petition from residents of Albert Road to Surrey Council on the condition of the road and footpaths**

The Clerk reported receipt of papers for the Local Committee (Reigate & Banstead) meeting on 21 June, when the petition received from the residents of Albert Road would be considered. (A copy of the officer's report from Surrey County Council is appended to these minutes).

***RESOLVED: noted.***

**P 2898 Horley Local History Society**

The Clerk stated that a complimentary letter had been send to David Hall of the Horley Local History Society following the comprehensive information he provided the Town Council on the historical route of some paths and landmarks in Horley. He was also thanked for providing a copy of his book entitled "The Street Where You Live".

***RESOLVED: noted.***

**P 2899     Parking in Southlands Avenue, complaint raised by resident, Mr Paul Griffiths**

The Clerk stated he had received a response from LCAP Officer, Charlotte Fletcher about inconsiderate parking in Southlands Avenue. She had met with the complainant, Mr Paul Griffiths, had taken some photographs of the road and planned to include the matter in the Local Community Action Plan (LCAP). One possible solution put forward was to plant some trees along the road in an attempt to stop people parking up on kerbs. She also gave her assurance that the Town Council would be kept informed of progress.

***RESOLVED: noted.***

**P 2900     Sub-Committees and Outside Bodies**

No reports were made.

***RESOLVED: noted.***

**P 2901     Determined Planning Applications**

Members reviewed the list of applications determined for the period 12 May – 8 June 2010.

***RESOLVED: noted.***

**P 2902     Planning Applications received from Reigate & Banstead Borough Council for the week ending 18 May 2010.**

***RESOLVED: that the Town Council's comments, as appended to these minutes, be noted.***

**P 2903     Planning Applications received from Reigate & Banstead Borough Council for the week ending 25 May 2010.**

***RESOLVED: that the Town Council's comments, as appended to these minutes, be noted.***

**P 2904     Planning Applications received from Reigate & Banstead Borough Council for the week ending 1 June 2010.**

***RESOLVED: that the Town Council's comments, as appended to these minutes, be noted.***

**P 2905     Planning Applications received from Reigate & Banstead Borough Council for the week ending 8 June 2010.**

***RESOLVED: that the Town Council's comments, as appended to these minutes, be noted.***

## Ongoing Planning Matters

**P 2906 Demolition of Garage at Horley Youth Centre, Faraday House, Albert Road**

The Clerk reported on official notification from Reigate & Banstead Borough Council regarding the demolition of the garage at Horley Youth Centre pursuant to Section 81 of the Building Act 1984. He added that the works were imminent.

**RESOLVED: noted.**

**P 2907 Planning Application: P/10/00567/CLP – Little Woodcote, 214 Smallfield Road**

The Clerk reported on notification from Reigate & Banstead Borough Council, stating that because this Application was a permitted development, planning permission would not be required.

**RESOLVED: noted.**

**P 2908 Planning Application: P/09/00320/F – 81 Smallfield Road**

Following advance notification from the Tree Officer, Malcolm James, the Clerk reported that the removal of some trees to facilitate this approved development had taken place on 10 June 2010.

**RESOLVED: noted.**

**P 2909 Crawley Borough Council – Local Development Framework (LDF): Statement of Community Involvement (SCI)**

In response to the review of the Statement of Community Involvement by Crawley Borough Council, the Clerk advised that a reply letter was sent to the Planning Officer stating that the Town Council would like to make comments on the SCI Review to include the LDF document and future Planning Applications. The Town Council was also registered for the provision of future Planning Applications from Crawley Borough Council that were relevant to the Horley area.

**RESOLVED: noted.**

**P 2910 Unauthorised Tree Work at Springwood Guest House**

Some unauthorised tree work at Springwood Guest House was reported to the Town Council on 25 May 2010. The Clerk stated that the Tree Officer, Malcolm James, was immediately notified and he promptly attended the site. No Planning Application has been submitted for the work undertaken, and he therefore issued a formal caution. The situation was later clarified to be a genuine misunderstanding, however most of the work was stopped apart from some minor hedge trimming.

**RESOLVED: noted.**

**P 2911 North East Sector**

The Committee Chairman stated that following a number of reports about unauthorised construction work, outside contracted hours, at the Barratts residential site, the matter was referred to Peter Boarder at Reigate & Banstead Borough Council for urgent attention. He had subsequently written to residents regarding their complaints about excessive noise and disruption. He had also attended some recent site meetings with Barratts, and would be monitoring the situation.

***RESOLVED: noted.***

**P 2912 Horley West Local Community Action Plan (LCAP)**

The Clerk reported that he received confirmation from the LCAP Officer, Charlotte Fletcher, that the Town Council would be included in future updates on the Local Community Action Plan. Cllr Marshall advised that he was aware of a forthcoming LCAP meeting at St Wilfrid's Church Hall, however Horley Town Councillors had not knowingly been included on the attendance list. The Clerk stated that he would investigate this further as it was possible that the Charlesfield Road lockable gate proposal would be included for discussion.

***RESOLVED: that the Clerk liaise with Charlotte Fletcher regarding the forthcoming LCAP meeting at St Wilfrid's Church.***

**P 2913 Town Centre Regeneration**

The Clerk acknowledged receipt of the latest Local Development Framework (LDF) Newsletter from Reigate & Banstead Borough Council entitled "Planning for the Future". Members discussed the problems of high rents for retail outlets in Horley Town Centre making it increasingly difficult for businesses to remain in the area, and suggested that Landlords should be consulted about reducing rents in order to attract new ventures. The Clerk stated that he would include this issue on the Agenda for the next meeting of the Horley Regeneration Forum, due to take place at the Town Council offices on 13 July 2010, at 6.15pm.

***RESOLVED: that the Clerk provide an update at the next meeting.***

**Airport Matters**

**P 2914 Invitation to Chief Executive Officer (CEO) at Gatwick Airport**

The Clerk reported that he had written to the Communications Director at Gatwick Airport about the invitation from members to the Chief Executive Officer, Stewart Wingate, to visit the Council offices. Andrew McCallum's PA had since responded with some tentative dates in July, and this would be confirmed shortly.

***RESOLVED: at the Clerk inform members of the date of the visit to the Council Offices when confirmed.***

## **Railway Matters**

### **P 2915 Subway and Footbridge**

The Clerk advised that Sam Gyimah MP had been notified in writing about the long standing reported problems with the subway and footbridge. He further stated that a response had finally been received from Network Rail, explaining that, in line with their complaints policy, our correspondence had been passed to the Head of Community Relations for review, and that a response would follow. The Regeneration Project Manager, Peter Boarder, had later notified the Clerk that a communication to him from Network Rail indicated that a new pump would be installed later in the year, subject to tender. (A copy of the most recent correspondence to and from Network Rail is appended to the minutes.)

***RESOLVED: that the Clerk provide an update on progress by Network Rail at the next meeting.***

### **P 2916 Subway - Environmental Health Report**

The Clerk advised that a number of complaints had been reported to the Town Council about an unpleasant odour emanating from the subway. It was later reported by Peter Boarder, that the Environmental Health department at Reigate & Banstead Borough Council, had been concerned about the food safety and public health implications at a food kiosk situated at 54 High Street. The business had been given many opportunities to resolve the issues but had continued to discharge foul water from the premises in the vicinity of the subway, and was therefore ordered to cease trading with immediate effect until the issues had been resolved.

***RESOLVED: noted.***

## **Highway Matters**

### **P 2917 Surrey Transport Plan (LTP3) Consultations on Proposed Vision and Objectives (deadline: 2 July 2010)**

The Committee Chairman stated that following a review of this consultation, a formal response from the Town Council would not be required because there were no specific issues to raise on the process.

***RESOLVED: noted.***

### **P 2918 Transport Climate Change Strategy consultation (deadline: 17 June 2010)**

The Committee Chairman read out a number of comments he had drafted on this consultation, and these were agreed by members.

***RESOLVED: that the Town Council's response, as appended to these minutes, be noted.***

**P 2919 Gatwick Parking in Sangers Drive**

Following several resident complaints about inconsiderate 'Gatwick parking' along Sangers Drive, it was reported that several cars were arriving and parking at one time and the occupants were then being collected by another car. The problem had become enhanced since the restrictions on Povey Cross Road. The Clerk advised that the matter had been referred to Neighbourhood Police Officers, who had taken details of vehicle registration numbers of the cars in question, in an attempt to resolve the issue.

**RESOLVED: noted.**

**P 2920 Temporary Prohibition of Traffic – Victoria Road**

The Clerk stated that details of a Temporary Prohibition of Traffic Order had been received from Surrey Highways, which would prohibit traffic from entering part of Victoria Road, whilst essential resurfacing work was carried out. (A copy of the Notice from Surrey County Council is appended to these minutes.)

**RESOLVED: noted.**

**P 2921 East Surrey Highways Information Bulletins**

The Clerk reported that regular Bulletins by East Surrey Highways department continued to be received and were available to members upon request.

**RESOLVED: noted.**

**P 2922 Department of Communities & Local Government: Planning Portal**

The Committee Chairman reported that a meeting had taken place with Ashley Jones, Corporate Account Manager of the Department of Communities & Local Government, to discuss the planning portal, with the intention of receiving plans online and reviewing them on a projector system to reduce paper flow. The Clerk advised that a paper to summarise the meeting had been prepared and would be circulated to members for discussion at the next Planning & Development Committee meeting.

**RESOLVED: that the Clerk circulate the paper to members and the matter be placed on the agenda of the next meeting of this Committee.**

**P 2923      Communications to Councillors (Electronic and Paper)**

The Clerk informed members that, to coincide with the new procedure of receiving plans online, a scheme would also be devised to promote the Town Council becoming paperless, in this respect, with considerable cost savings on paper and postage. It was acknowledged that a new process would require a transition period and, as such, members would be consulted on the best way forward. It was generally agreed amongst members that Planning Applications from single storey extensions to larger developments should be downloaded for viewing at future planning meetings, however smaller constructions, such as conservatories and tree preservation orders, would not be necessary. The Committee Chairman commented that web links were widely available by Borough Councils etc, together with internet access for members of the public to view at local Help Shops.

***RESOLVED: that the Clerk prepare a discussion paper to review at the next meeting.***

**P 2924      Horley Street Audit**

Cllrs Bethell and Powell updated members on the outcome of their recent Horley Street Audit using a PowerPoint slideshow. They had identified a number of problems in the areas of Horley Garden Estate, Court Lodge Estate and Langshott. It was agreed that the Clerk would summarise these issues in a letter to Reigate & Banstead Borough Council.

***RESOLVED: that the Clerk write to the Head of Neighbourhood Services with a copy of the Horley Street Audit. (A copy of the letter is appended to these minutes.)***

**Recycling & Environmental Issues**

**P 2925      Plan for Waste Management in Surrey**

The Clerk reported receipt details of a Stakeholder Workshop about the Plan for Waste Management in Surrey, to be held in Chertsey, on 21 July 2010.

***RESOLVED: noted.***

**P 2926      Press Release**

***RESOLVED: that comments on planning applications be released to the press.***

**Standing Order No 4 was suspended at 9.30 pm and the meeting continued until 9:45pm**

**Date of next meeting – 6 July 2010, 7.30pm**