



# **HORLEY TOWN COUNCIL**

**ANNUAL REPORT 2003 - 2004**

*Published 29 April 2004*

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## **INTRODUCTION**

This is the first Annual Report to be issued by Horley Town Council and we trust it will provide an insight into our business and activities over the past municipal year.

It incorporates all the statutory committee reports made by the Town Council's committee chairmen to be presented at the Annual Town Meeting on 20 April 2004, and also includes a variety of information and statistics. At the time of producing this annual report our accounts for 2003/04 are not available, therefore we have included financial information relating to the financial year 2002/03. It is anticipated that the unaudited accounts for 2003/04 will be available to the public in June 2004 and the audited accounts will be available in September 2004.

In May 2003 the number of councillors was increased from fourteen to eighteen, following the recommendation of the Local Government Commission for England. A list of all the Town Councillors and their representation on outside bodies is included in the next few pages.

An electronic copy of this report is also available from our website, [www.horley-surrey.co.uk](http://www.horley-surrey.co.uk). Our web site will continue to be updated with regular news updates, council minutes and a variety of community and business information.

Lastly, if you have any queries relating to the information contained in this document, please contact the council offices at Albert Road, Horley RH6 7JA (tel 01293 784765); 01293 775789 (fax)) or by e-mail to [info@horley-surrey.co.uk](mailto:info@horley-surrey.co.uk).

**Alan Jones**  
**Town Clerk**

16 April 2004

## TOWN COUNCILLORS

### **Horley North**

Mrs Sarah Branwhite	IND	21 Oakside Lane, Horley RH6 9XS	773075
Mr Simon Marshall	CON	12 Castle Drive Horley RH6 9DB	786859
Mr Michael Miller *	CON	50 Haroldslea Drive, Horley RH6 9DU	784201
Miss Tania Peppiatt	CON	43 Bonehurst Road, Horley RH6 8PJ	786165

### **Horley North Central**

Mrs Diana Andrews	LIB	16 Wesley Close, Horley RH6 8JB	773189
Ms Deborah Ashley-Smith	CON	1 St Hilda's Close, Horley RH6 7BA	776197
Mr Graham Larcombe	LIB	63 Church Road, Horley RH6 8AB	432632

### **Horley North East**

Mr Tony Breen	CON	34 Massetts Road, Horley RH6 7DS	771991
Mr Jack Chapman	CON	Forge Cottage, 43 Bonehurst Road, Horley RH6 8PJ	786165

### **Horley North West**

Mrs Denese Brooke-Harte	UKIP	47 Parkhurst Road, Horley RH6 8EU	418090
Mr Mike George	RA	31 Rutherwick Close, Horley RH6 8RD	411655
Ms Maureen Goldsmith	CON	Council Offices, Albert Road, Horley RH6 7JA	784765
Mrs Andrea Venn	CON	The Old House, Bremner Avenue Horley RH6 8EP	823775

### **Horley South Central**

Mr Edwin Andrews	LIB	16 Wesley Close, Horley RH6 8JB	773189
Mr Bernard Kendall	CON	Prinsted, Oldfield Road, Horley RH6 7EP	785233
Mr Barry Weston	RA	20 Hatchgate, Horley RH6 7EA	428948

### **Horley South East**

Dr Andrew Kent	RA	151 Balcombe Road, RH6 9DR	430611
Mr John Meech ++	CON	41 Castle Drive, RH6 9DD	783655

\* Town Mayor and Chairman of the Town Council

++ Vice Chairman of the Town Council

**Key: Political Affiliation**  
CON Conservative  
LIB Liberal Democrat  
RA Residents' Associations  
IND Independent

Note: 16 the above members were elected on 1 May 2003. Cllrs Sarah Branwhite and Tannia Peppiatt were co-opted on 20 May 2003

<b>Town Clerk</b> Alan Jones	The Council Offices, Albert Road, Horley, Surrey RH6 7JA	784765
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## POLITICAL BALANCE OF THE COUNCIL

### **Full Council**

Conservative Party	10
Liberal Democrat Party	3
Residents Associations	3
UK Independence Party	1
Independent	1
	<u>18</u>

### **Committees**

#### **Finance & General Purposes Committee**

Conservative Party	7	58%
Liberal Democrat Party	2	17%
Residents Associations	2	17%
Independent	1	8%
	<u>12</u>	

#### **Leisure & Amenities Committee**

Conservative Party	7	54%
Liberal Democrat Party	2	15%
Residents Associations	2	15%
UK Independence Party	1	8%
Independent	1	8%
	<u>13</u>	

#### **Planning & Development Committee**

Conservative Party	6	55%
Liberal Democrat Party	2	18%
Residents Associations	2	18%
UK Independence Party	1	8%
	<u>11</u>	

## **COMMITTEE MEMBERSHIP 2003/2004**

**CHAIRMAN OF THE COUNCIL: Cllr M Miller**  
**VICE-CHAIRMAN OF THE COUNCIL: Cllr J Meech**  
**SAFETY OFFICER: Chairman of the Council**

### **Leisure & Amenities Committee**

E Andrews  
Ms D Ashley-Smith  
Mrs S Branwhite  
Mrs D Brooke-Harte  
J Chapman (**Vice-Chairman**)  
M George  
Ms M Goldsmith  
G Larcombe  
S Marshall (**Chairman**)  
J Meech  
M Miller  
Miss T Peppiatt  
B Weston

### **Finance & General Committee**

Mrs D Andrews  
E Andrews  
Mrs S Branwhite  
T Breen (**Chairman**)  
M George  
Ms M Goldsmith  
J Kendall (**Vice-Chairman**)  
A Kent  
S Marshall  
J Meech  
M Miller  
Mrs A Venn

### **Planning & Development Committee**

Mrs D Andrews (**Vice-Chairman**)  
Ms D Ashley-Smith  
Mrs D Brooke-Harte  
J Chapman  
A Kent (**Chairman**)  
G Larcombe  
J Meech  
M Miller  
Miss T Peppiatt  
Mrs A Venn  
B Weston

**REPRESENTATIVES ON OUTSIDE BODIES 2003/2004**

<b><u>Outside Body</u></b>	<b><u>Councillor(s)</u></b>	<b><u>Reporting to:</u></b>
<b>Access Group</b>	Maureen Goldsmith	Finance & General Purposes
<b>Area Passenger Transport Consultative Group (East Surrey)</b>	Denese Brooke-Harte	Planning & Development
<b>Campaign to Protect Rural England (CPRE – Reigate &amp; Banstead)</b>	Jack Chapman	Planning & Development
<b>Churchyards Committee</b>	Andrew Kent, Andrea Venn	Leisure & Amenities
<b>Citizens Advice Bureau</b>	Andrea Venn	Finance & General Purposes
<b>Detached Youth Worker Project</b>	Denese Brooke-Harte	Leisure & Amenities
<b>Gatwick Airport Consultative Committee (GATCOM)</b>	Bernard Kendall (Substitute – Barry Weston)	Planning & Development
<b>Gatwick Area Conservation Campaign (GACC)</b>	John Meech	Planning & Development
<b>Horley Alliance</b>	Council Chairman P&D Chairman P&D Vice-Chairman F&GP Chairman	Planning & Development
<b>Horley Crawley Project</b>	Mike George	Leisure & Amenities
<b>Horley In Bloom</b>	All Town Councillors welcome to attend	Leisure & Amenities
<b>Horley Sports (Social) Club</b>	Mike George Michael Miller	Finance & General Purposes
<b>Horley-Vimy Twinning Assoc</b>	Maureen Goldsmith	Finance & General Purposes
<b>Liaison with Church Road Allotment Holders</b>	Tania Peppiatt	Leisure & Amenities
<b>Local History Management Committee</b>	Maureen Goldsmith	Finance & General Purposes
<b>Local Strategic Partnership</b>	Chairman of the Council	Full Council

<b><u>Outside Body</u></b>	<b><u>Councillor(s)</u></b>	<b><u>Reporting to:</u></b>
<b>Police Community Partnership Group</b>	(Horley Central NCC) Bernard Kendall Tania Peppiatt (Horley West NCC) Andrea Venn	Finance & General Purposes
<b>Railways Representative</b>	Bernard Kendall	Planning & Development
<b>Surrey County Association of Parish &amp; Town Councils</b>	John Meech (substitute – Michael Miller)	Finance & General Purposes
<b>Surrey County Playing Fields Association</b>	Sarah Branwhite	Leisure & Amenities
<b>Town Centre Management Group</b>	Maureen Goldsmith, Andrea Venn	Leisure & Amenities
<b>Youth Policy Review Panel</b>	Jack Chapman	Leisure & Amenities



**SUB-COMMITTEES AND WORKING GROUPS 2003/2004**

<b><u>Sub-Committee/ Working Group</u></b>	<b><u>Councillor(s)</u></b>	<b><u>Reporting to:</u></b>
<b>Decisions Sub-Committee (Finance &amp; General Purposes)</b>	Chairman or Vice Chairman of Council plus Chairman & Vice Chairman of Finance & General Purposes	Full Council
<b>Decisions Sub-Committee (Leisure &amp; Amenities) and (Planning &amp; Development)</b>	Chairman or Vice Chairman of Council plus Chairman & Vice Chairman of Leisure & Amenities or Chairman & Vice Chairman of Planning & Development	Full Council
<b>Partnership Committee</b>	Chairman or Vice Chairman of Council Chairman or Vice Chairman of Finance & General Purposes Chairman or Vice Chairman of Leisure & Amenities Chairman or Vice Chairman of Planning & Development	Full Council
<b>Awards Sub-Committee</b>	Sarah Branwhite Mo Goldsmith Andrew Kent Graham Larcombe Michael Miller	Finance & General Purposes
<b>Best Value Working Group</b>	Committee Chairmen Diana Andrews	Finance & General Purposes
<b>Borough Standards Committee</b>	Andrew Kent	Finance & General Purposes
<b>Horley Master Plan Advisory Committee</b>	All Town Councillors	Planning & Development
<b>Horley Master Plan Task Group</b>	Diana Andrews Andrew Kent	Planning & Development
<b>Horley Town Centre Task Group</b>	Diana Andrews Barry Weston	Planning & Development
<b>Newsletter Editorial Sub-Committee</b>	Denese Brooke-Harte Bernard Kendall, Andrew Kent Andrea Venn	Finance & General Purposes

<b><u>Sub-Committee/ Working Group</u></b>	<b><u>Councillor(s)</u></b>	<b><u>Reporting to:</u></b>
<b>Quality Status Sub-Committee</b>	Eddie Andrews, Mike George Sarah Branwhite Bernard Kendall	Finance & General Purposes
<b>Relocation of Town Council Offices Working Group</b>	Chairman & Vice Chairman of Council, Committee Chairmen Bernard Kendall Graham Larcombe (other members welcome to attend)	Finance & General Purposes
<b>Risk Assessment Sub-Committee</b>	Eddie Andrews Sarah Branwhite Andrew Kent John Meech	Finance & General Purposes
<b>Staff Sub-Committee</b>	Chairman & Vice Chairman of Council, Committee Chairmen Denese Brooke-Harte	Finance & General Purposes
<b>Standing Orders Working Group</b>	Chairman of Council Committee Chairmen Diana Andrews	Finance & General Purposes
<b>Town Guide Working Group</b>	Did not meet in 2003/2004	Finance & General Purposes
<b>Youth Matters Sub-Committee</b>	Debbie Ashley-Smith Sarah Branwhite Denese Brooke-Harte Jack Chapman Michael Miller Tania Peppiatt	Leisure & Amenities

## **STATISTICS AND INFORMATION**

The Town Council is administered as a first tier local government authority in an area whose county authority responsibilities are maintained by Surrey County Council and whose District Council responsibilities are maintained by Reigate & Banstead Borough Council.

There are about 21,000 people residing within the boundary of this Council of which approximately 16,000 are registered electors.

The Precept is collected on the Town Council's behalf by Reigate & Banstead Council. For the fiscal year 2004/05, it is set at £223,500. This equates to a sum of approximately £26.93 per band D household. The Precept for the past fiscal year 2003/04 was set at £188,000 based on an expenditure budget of £221,000.

The main responsibilities of the Town Council are:

- ? A23 Recreation Ground including Memorial and Ornamental Gardens
- ? Albert Rooms lettings
- ? Allotments
- ? Children's Playgrounds
- ? Council Office lettings
- ? Court Lodge Recreation Ground
- ? Emlyn Meadows
- ? Football hire at Court Lodge Playing Fields
- ? Hanging Baskets
- ? Horley in Bloom
- ? Innes Pavilion
- ? Michael Crescent Centenary Park
- ? Planning and Development Consultation
- ? Tennis Courts
- ? Town Centre Management in partnership with the Town Centre Management Group
- ? War Memorial

## **THE MUNICIPAL YEAR UNDER REVIEW**

### **Full Council**

The municipal year 2003/04 has been both an exciting and very demanding one for the Town Council.

I have felt greatly honoured and privileged to represent the Town Council in the past year. My primary aims have been to consolidate the excellent work of previous administrations and to ensure that the Town Council's view is strongly represented at other authorities, and that it is able to progress further. A diary during 2003/04 of my representation at significant events is reproduced later in this report.

This past year has necessitated changes in view of Horley's growth and natural expansion. We now have eighteen members of the council following the recommendations of the Local Government Commission for England. All our members, the majority of whom are in full time employment, work very hard for the people of Horley and carry out their duties most conscientiously. They devote much of their free time to the Town Council without any financial reward. This year we are once again publishing the number of meetings held and our councillors' attendance statistics. These speak for themselves.

You will see from the following committee reports the achievements made on behalf of the Town Council by our three hard working committees. I do not intend to comment too much on these reports, because you will be able to read for yourselves that a great deal has been achieved and I commend their reports to you. I am delighted that we have made strong progress, for example, by making improvements to our recreational facilities, particularly our playgrounds. We have also been working hard to give Horley an important voice on several consultations, such as The Environment Agency's Revised Flood Study and the Government's Consultation on the proposals for Future of Aviation in the UK strategy to name but two.

The Town Awards scheme has provided an important platform to recognise exceptional commitment and service to the community. I congratulate the three winners this year, all nominated by the people of Horley and very well deserved. We shall in future publish the names of all award winners in subsequent annual reports.

Lastly this past year I am delighted that we have been able to keep all Horley residents up to date with the distribution of our recently launched newsletter, Horley Highlights, which has been published quarterly since last year.

**Michael J Miller**

*Chairman and Town Mayor*  
16 April 2004

## **FINANCE & GENERAL PURPOSES COMMITTEE REPORT**

**2003 - 2004**

### **Committee Members**

Thomas Breen [Chairman]  
Bernard Kendall [Vice-Chairman]  
Diana Andrews  
Eddie Andrews  
Sarah Branwhite  
Michael George  
Maureen Goldsmith  
Andrew Kent  
Simon Marshall  
John Meech  
Michael Miller  
Andrea Venn

The Committee met eight times during the municipal year.

### **F & GP Committee Representation on Outside Bodies**

Access Group	Maureen Goldsmith
Citizens Advice Bureau	Andrea Venn
Horley Sports (Social) Club	Mike George and Michael Miller
Horley-Vimy Twinning Association	Maureen Goldsmith
Local History Society Management Committee	Maureen Goldsmith
Police Community Partnership Group	Bernard Kendall (Horley Central NCC) Andrea Venn (Horley West NCC)
Surrey County Assn of Parish & Town Councils	John Meech (substitute: Michael Miller)

### **Committee Responsibilities**

The Committee supervises all financial, administrative and civic matters and ensures that all procedures and financial transactions are dealt with in accordance with the various statutes governing local authority activities. The committee approves expenditure recommended by the Leisure & Amenities and Planning & Development Committees. Accounts are checked regularly and two councillors conduct an internal audit every six weeks.

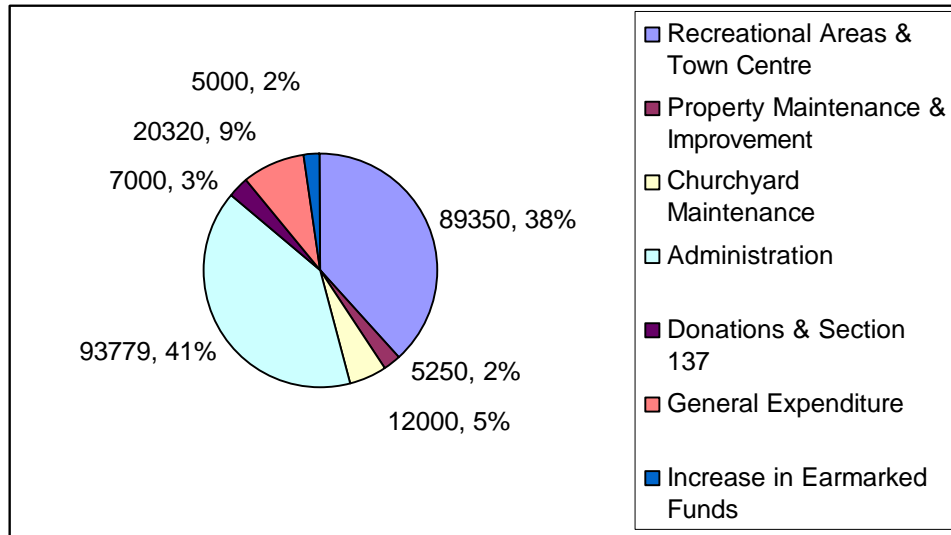
### **Finance**

The Council remains debt free. The Town Council's expenditure budget for 2003/04 was £221,000 but the use of reserves reduced this requirement to a precept of £188,000. This sum is raised in total from residents of the town as the Town Council receives no central government grant. The Town Council is fully accountable to residents each year through the Annual Town Meeting, held this year on 20 April 2004. At the end of the financial year 2003-2004, the Council accounts remain in a healthy state and, when the balance sheet is drawn up, the reserves are likely to be excess of the £20,000 forecast.

The Council's accounts are run in strict accordance with various statutory instruments and guidance from the National Association of Local Councils. In the financial year in question, the Council fully complied with the updated Audit Regulations for 2003. I am pleased to report that all procedures and expenditure were carried out to the entire satisfaction of both the internal and external auditors.

In the past financial year 2003/04 the Town Council made several donations using appropriate powers of the Local Government Act 1972 which amounted to £2,824. A grant of £13,000 was also awarded to the Churchyards Committee,

For financial year 2004/05 the parish element of council tax has been set at £223,500, which represents an annual increase of £4.05 per household. Earmarked funds (funds which are ring fenced for future liabilities) have been increased by approximately £5,000 to build up a reserve for the costs of the relocation of the council offices. The pie chart below describes the apportionment of overall expenditure:



*Forecast Expenditure 2004/05*

### **Administration**

A number of important administrative improvements have been made in the past financial year. The web site underwent a major facelift at the end of 2003 using state of the art technology, and it now allows us to provide much more council and community data than ever before. A business directory will be added shortly. Improvements have been made to our accounting systems by implementing a new accounting package, Scribe. In addition we have made some minor procedural changes at all council meetings. Quarterly issues of our newly introduced newsletter, Horley Highlights, are produced and are delivered to many households in Horley.

These initiatives allow the Council keep the public fully and openly informed.

Our staff also act as an access point to pass on and monitor queries on behalf of residents to appropriate agencies such as Surrey Police and the Borough and County Councils. These include highway, streetcare and community issues. This is usually made by direct access to appropriate officers.

### **Government Initiatives**

The Council has fully revised its Freedom of Information Act Publication Scheme for 2004, which allows members of the public access to specified council documentation and publications. The Council's Risk Assessment will be revised, following consultation with the appropriate F&GP sub committee. The Council's representations to the Office of the Deputy Prime Minister regarding the consultation on the new Audit Regulations for 2003, has been acknowledged and we are pleased to note some minor modifications. Lastly, following the launch of the Quality Parish Council scheme last year, Horley Town Council is closely monitoring the criteria and will decide whether to submit an application during 2004/05.

### **Albert Rooms**

The Albert Rooms continues to be a popular venue for regular activities such as country

dancing, self defence, etc and also for functions such as wedding receptions, birthday parties and christenings. It is also a permanent home for Kidzone, an after school club. The Citizen's Advice Bureau, which offers excellent and free advice to the public, rents part of the Albert Rooms for use as their offices and interview rooms.

### **Town Council Offices**

The Council Chamber is also available for hire and is used for small meetings, seminars and instruction classes.

Surrey County Council owns the Council Offices. Currently the Town Council is on a rolling six-month notice period to vacate. The Council intends to find suitable premises with good community facilities. A number of options are being considered and the Relocation Sub-Committee will make a recommendation to Full Council very shortly. Our budget allows for the expected costs of relocation.

### **Acknowledgments**

Finally my thanks to Alan Jones and Carol Fenton for their hard work in all matters relating to this committee. I would also like to thank Sue Dalley for her work on the accounts, her attendance at internal audit, and the successful implementation of Scribe.

Lastly my thanks must be recorded to all members of the Committee for their diligent work throughout the year.

**Tony Breen**

*Chairman, Finance & General Purposes Committee  
8 April 2004*

## **LEISURE & AMENITIES COMMITTEE REPORT**

**2003 - 2004**

### **Committee Members**

Simon Marshall [Chairman]  
Jack Chapman [Vice Chairman]  
Eddie Andrews  
Debbie Ashley-Smith  
Sarah Branwhite  
Denese Brooke-Hart  
Mike George  
Maureen Goldsmith  
Graham Larcombe  
John Meech  
Michael Miller  
Tania Peppiatt  
Barry Weston

### **L & A Committee Outside Bodies**

Allotments Representative	Tania Peppiatt
Churchyards Committee	Andrew Kent, Andrea Venn (Tony Breen: observer)
Detached Youth Worker Project	Denese Brooke-Harte
Horley Crawley Project	Mike George
Surrey County Playing Fields Assn	Sarah Branwhite
Town Centre Management Group	Maureen Goldsmith, Andrea Venn
Youth Policy Review Panel	Jack Chapman

### **Review of the Past Year**

The Town Council provides and maintains four recreation areas; these are the A23 recreation ground, Court Lodge Playing Fields, Michael Crescent Centenary Park and Emlyn Meadow. It also provides a grant to maintain the churchyards manages the Church Road allotments and is responsible for certain landscaped areas in the Town centre. The Committee supports projects such as Horley in Bloom and is also represented on several youth projects.

During the last year the Council has worked hard to improve the recreation grounds. There are new safety surfaces in the children's play area at Court Lodge and a new SMP "meeting point" at the A23 Recreation Ground to replace the pavilion, which was demolished last year due to extensive vandalism.

We have improved the A23 Ornamental Gardens by removing the surrounding fencing and we have continued our policy of replanting both there and in the A23 Memorial Gardens.

The standard of maintenance in our recreation grounds has been good during the last 12 months and I thank our contractor, with whom I have regular meetings, for his support in this. I continue to inspect our recreational facilities on a weekly basis and the contractor does a daily inspection. RoSPA inspects the children's play equipment annually and I would like to thank our sub contractor for carrying out repairs, as required.

On a negative note, there continues to be a large amount of vandalism in our recreation grounds, particularly in the A23 to the lamp posts, fences, flowerbeds, dog bins, rubbish bins and playground equipment. We have also suffered with vandalism in Court Lodge



children's play area to the train and fences; also large amounts of rubbish have been left there. The entrance gate to the children's play area continues to give us problems because it is continually being vandalised, which allows dogs to enter and foul the area. There has also been damage to fences at Michael Crescent.

I have regular meetings with the local police officer. Apart from the vandalism, the problems discussed include motorcycles being ridden across the A23 recreation ground and Emlyn Meadows.

Our plans for the coming year include installing CCTV cameras in our recreation areas to combat the vandalism and to continue the second stage of our three-year programme of installing new safety surfaces in the children's play area in the A23 recreation ground. Donations have been received to plant two new flowerbeds in the Memorial Gardens and we will continue to stock up the ornamental gardens.

We are investigating the possibility of installing a nature trail in Emlyn Meadows and we are continuing to find ways of draining our football pitches at Court Lodge.

Finally, I wish to extend my thanks to the Vice Chairman, the rest of the committee and the Staff.

**Simon Marshall**

*Chairman, Leisure & Amenities Committee  
30 March 2004*

## PLANNING & DEVELOPMENT COMMITTEE REPORT

2003 - 2004

### **Committee Members**

Andrew Kent [Chairman]  
Diana Andrews [Vice-Chairman]  
Debbie Ann Ashley-Smith  
Denese Brooke-Harte  
Jack Chapman  
Graham Larcombe  
John Meech\*  
Michael Miller\*  
Tania Peppiatt  
Andrea Venn  
Barry Weston

\* also Borough Councillor

### **P & D Committee Outside Bodies**

Area Passenger Transport Consultative Gp	Denese Brooke-Harte
Council for the Protection of Rural England	Jack Chapman
Gatwick Airport Consultative Committee	Bernard Kendall
Gatwick Area Conservation Campaign	John Meech
Horley Alliance	Chairman of Council, Chairman and Vice-Chairman of P&D Chairman of F&GP
Horley Master Plan Advisory Committee	All
Railway Representative	Bernard Kendall

### **Committee Responsibilities**

Under a statutory consultation arrangement, the Borough Council is obliged to seek Horley Town Council's comments on all applications for development within the parish boundary. The Committee is authorised by the Town Council to address these matters. The Committee also considers planning matters in neighbouring areas (consultations) deemed to have a significant impact on Horley. These mainly relate to Gatwick Airport. However, the Council has a dialogue with neighbouring districts and also receives consultations from Crawley Borough Council, Mole Valley District Council and Tandridge District Council.

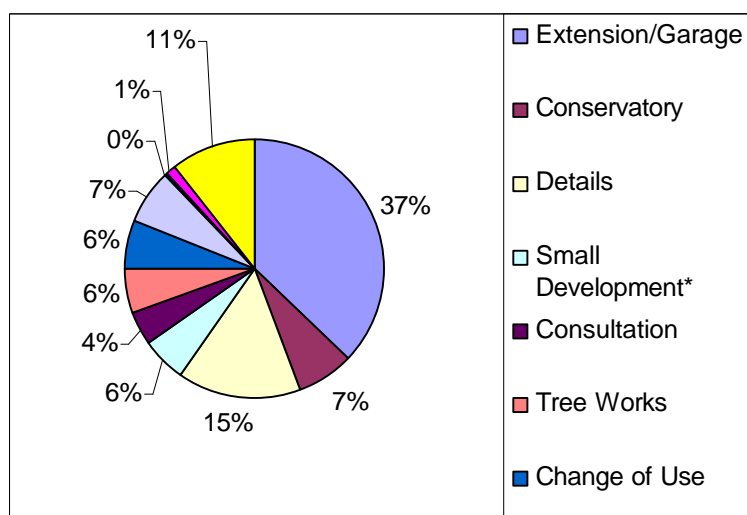
### **Procedures**

Applications are listed by the Council staff and circulated weekly to all Councillors. Detailed plans are on file for consultation if required. Following formal consideration comments are submitted weekly. In addition to the regular Full Committee meetings, the committee holds Interim Planning Committee meetings for 30 minutes, prior to most Council committee meetings, solely to address planning applications. During the Council year 2003 - 2004, the Committee met for seven Full meetings and fifteen Interim meetings. It considered a total of 349 applications between April 1st 2003 and 23rd March 2004. A breakdown of the types of application considered is shown on the attached spreadsheet.

## PLANNING APPLICATIONS: STATISTICS

<b>PLANNING APPLICATIONS</b>					
<b>TYPE</b>	2001	2002	2003	<b>2004</b>	<b>PERCENTAGE</b>
Extension/Garage	105	158	138	130	37
Conservatory	15	25	31	24	7
Details	NA	NA	34	54	15
Small Development*	25	42	25	20	6
Consultation	16	12	16	14	4
Tree Works	30	28	15	20	6
Change of Use	18	11	15	21	6
Single house	NA	NA	14	23	7
Telecommunication	NA	NA	4	1	0.5
LBC/CAC	NA	NA	NA	5	1.5
Other	53	54	36	37	10
<b>Total</b>	<b>262</b>	<b>330</b>	<b>328</b>	<b>349</b>	<b>100%</b>

\*2 or more units



*Analysis of planning applications by type*

<b>SMALL DEVELOPMENTS</b>			
<b>LOCATION</b>	<b>No. of UNITS</b>	<b>LOCATION</b>	<b>No. of UNITS</b>
Brockham Motors Station Approach (x4)	2 to 3 blocks 24 - 36 units	31-33 Ringley Ave	3x3bed, 6x2bed, 6x1bed flats
47 Horley Row	7 flats	11 Massetts Rd	8 flats + B1 use
48-52 Upfield (x2)	2x4bed houses	Brambles (x2)	10x2bed flats + 1 house
3-11 Victoria Rd	9 units	32 Massetts Rd	2x1bed apartment
22, Massetts Rd (x2)	37 sheltered apartments	5 Wolverton Close (x2)	3x2bed bungalow
121 Smallfield Rd (x2)	45 houses + 15 affordable	55/57/59 Meath Green lane	4 detached houses

## **Public Representation**

Representations were made at the Public Forum on 16 occasions (11 in 2002-2003). These concerned the following applications: 10A-10B High St (x9), Future Development of Air transport, 71 Massetts Rd, 68 Sarel Way, Redhill aerodrome, Woodleas (x2) & Prinstead Guest House.

## **Presentations**

Presentations made to the Committee by Borough/County Council officers etc.:  
Bob Moodie – Local Area Transport Committee, Surrey County Council  
Pamela Lewis, Reigate & Redhill Rail Users Committee

## **Consultations**

The committee has responded to the following consultations:  
Future of Aviation in the UK - Second Edition (Kent)  
SEERA – Tourism & Related Sport & Recreation (Branwhite)  
Massetts Rd/Ringley Ave/Russells Cres Conservation Area (All)  
Horley Town Centre revitalisation (Task Group)

## **Public Inquiries**

Surrey Structure Plan, Examination in Public (Kent & Miller)  
Woodleas, Planning Enforcement Appeal (Peppiatt)  
Footpath 388, public inquiry (Brooke-Harte)  
Summer Place, Planning Enforcement Appeal (tba)

## **Horley Master Plan**

Correspondence with:  
RBBC, requesting meetings of the HMP Task Group and various documentation.  
Peter Ainsworth MP, re the various versions of the flood maps.  
Attendance at:  
Briefing Meeting on the Jan 2004 version of Horley's flood map.  
Consultation meetings with Green Issues and Consensus Planning.

## **Acknowledgements**

The workload of this committee is considerable as apparent from the attendance statistics. The number of applications processed, representations by the public and the attendance at Inquiries have all increased again this year. I would like to thank my Vice-Chairman, Cllr. Diana Andrews and members of the Committee for their work throughout the year. I also thank the Clerk, Deputy Clerk and Assistant Clerk for their excellent administration and advice in support of all committee matters.

## **Andrew Kent**

*Chairman, Planning & Development Committee  
31 March 2004*

## **FUNCTIONS ATTENDED BY THE TOWN MAYOR**

Throughout the municipal year 2003/04 the Town Mayor, on some occasions accompanied by other Town Councillors, represented the Town Council at the following meetings and events:

Annual Meeting of the Horley Citizens Advice Bureau  
Welcome Service for the new Bishop of Croydon.  
South of England Show  
Horley Singers concert.  
90th Anniversary of Horley Bowling Club  
Chamber of Commerce Luncheon (Guest Speaker)  
Fastway Launch.  
Horley in Bloom Awards Evening  
Promotion for the Horley & District Round Table Bonfire & Firework Display  
Promotion for Royal British Legion poppy sellers  
Ordination and Induction of Guy Partridge.  
Surrey Structure Plan Examination in Public  
Charity Concert at Saint Hill Manor  
Business Breakfast at Kingswood Golf Club  
Annual meeting of the Gatwick Guesthouse Association.  
Guest of the Lord Mayor of London in support of the Queen Elizabeth Foundation  
Reading of lesson at St Mark's Church, Reigate  
Switching on of the Christmas Lights in Horley town centre  
Help the Aged Christmas Raffle Draw  
Quality Parish Council Seminar  
Public Enquiry concerning the Woodleas travellers' site.  
Hospitality provided after the Town Centre Carol Service.  
Meetings of Horley Town Centre Task Group  
Meeting with Caroline Nicholls of BAA Gatwick  
Meeting with the General Manager of the Renaissance Hotel  
Visits to possible sites for the Town Council Offices.  
Launch of the Local Strategic Partnership  
Launch of the Horley Learning Partnership  
Launch of the High Sheriff of Surrey's Youth Awards Scheme  
BAA Noise and Track Keeping Seminar  
Royal British Legion Cadet Awards Ceremony  
Horley Camera Club Open Evening  
Horley Master Plan Briefing Meeting  
Reigate & Banstead Civic Day

## TOWN AWARDS

The Town Awards scheme has been in operation since 2000, the first awards were presented at the Annual Town Meeting of 10 April 2000. Nominations for the Town Award are invited every year, when any member of the public of Horley Town can complete a nomination form, together with a seconder, to propose an individual for outstanding service or commitment to the town. Horley Town Council is responsible for the administration and final selection of award winners according to strict guidelines and criteria. An Awards Sub Committee reviews and makes recommendations to Full Council. Award winners receive a Town Badge and a Diploma stating their citation. Presentations are usually made either at the Annual Town Meeting, or other appropriate events, subject to the award winners' approval.

This year's recipients will be:-

Mr Gordon McGinty	For his outstanding services to the community in promoting and encouraging the youth of Horley, and for his many years as school governor of Oakwood school.
Mrs Gill Partridge	In recognition of her tireless commitment to the community in building strong twinning links with Vimy, promoting an exchange of language, culture, friendship and tolerance.
Mr Douglas Simpson	In recognition of his tireless efforts in campaigning for environmental issues in Horley and, more recently his knowledge on local flooding issues.

Other recipients of the Town Award have included:-




<b>2000</b>	Mrs Joan Fewtrell and Mr Syd Fewtrell	In recognition of their joint tireless work for the good of the community and in particular for Neighbourhood Watch, Keys Youth Community Centre and Strawson Hall.
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<b>2000</b>	Mr Graham Larcombe	In recognition of his work with local businesses, his involvement and commitment with the Chamber of Commerce, and for his hard work in the restoration of confidence within the local business sector.
<b>2000</b>	Mr L J Targett	For services to Horley's Cub and Scout movement.
<b>2000</b>	Mrs Penny Jeffers	In recognition of her loyal and dedicated services to education as Head Teacher of Court Lodge Infant School.
<b>2000</b>	Mr Richard Smith	For services to Horley as Chairman of the Town Council, and raising the profile and reputation of the town.
<b>2000</b>	Mr Andy Thompson	For services as Headmaster of Oakwood School and instilling in his pupils a sense of community and social responsibility, and also for driving through improvements to the Memorial Gardens particularly by involving pupils in the design of the new Memorial Gates.
<b>2002</b>	Mr Walter Jupp and Mrs Doreen Jupp	For their joint contribution to the people of Horley by continuous and consistent support of the local community, for involvement in Horley Citizens Advice Bureau and Regent Hall Day Centre, and other initiatives over the past thirty years.
<b>2002</b>	Mr John McFarlane	In recognition of his selfless service and commitment to the community in countless ways including service on the Management Committee of the Horley Citizens Advice Bureau, President of the Horley Residents' Association and Chairman of the Welfare Committee of the Horley Lions. He has also made immense contributions to the success of the Horley Local History Society.
<b>2002</b>	Mr John Rigby	For his services to the people of Horley, ably demonstrated by his enthusiasm, determination and tireless commitment in his capacity as Town Clerk of Horley Town Council.

**FULL COUNCIL ATTENDANCE STATISTICS**

**2003/2004**

	13.5.03	20.5.03	3.7.03	29.7.03	9.9.0-3	21.10.03	2.12.03	20.1.04	27.1.04	9.3.04	27.4.04	8.6.04	% age
Diana Andrews													90%
Eddie Andrews													100%
Deborah Ashley-Smith													90%
Sarah Branwhite													89%
Thomas Breen													100%
Denese Brooke-Harte													100%
Jack Chapman													100%
Michael George													90%
Maureen Goldsmith													90%
Bernard Kendall													100%
Andrew Kent													100%
Graham Larcombe													100%
Simon Marshall													100%
John Meech													100%
Michael Miller													100%
Tania Peppiatt													78%
Andrea Venn													100%
Barry Weston													100%




 = present  
 = apologies  
 = in attendance



**FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS**

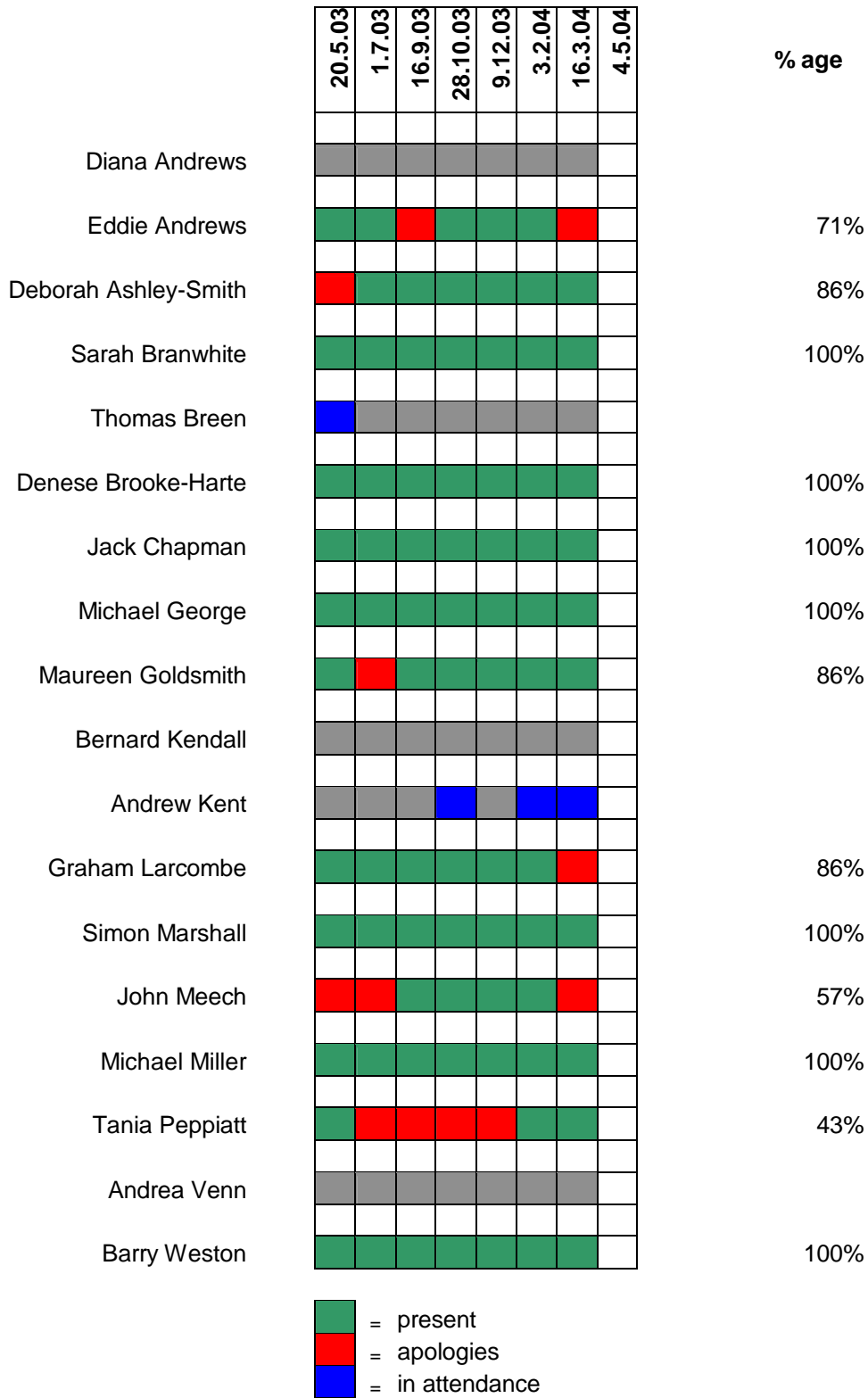
2003/2004

	3.6.03	15.7.03	30.9.03	11.11.03	6.1.04	27.1.04	17.2.04	30.3.04	18.5.04	% age
Diana Andrews	present	present	present	present	present	present	present	present		100.00%
Eddie Andrews	present	present	present	present	present	present	present	present		100.00%
Deborah Ashley-Smith	in attendance	in attendance	in attendance	apologies	in attendance	apologies	in attendance	in attendance	in attendance	
Sarah Branwhite	present	present	present	present	present	present	present	present		100.00%
Tony Breen	present	present	present	present	present	present	present	apologies		87.50%
Denese Brooke-Harte	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	
Jack Chapman	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	
Michael George	present	present	present	present	present	present	present	present		100.00%
Maureen Goldsmith	present	present	present	present	apologies	present	present	present		87.50%
Bernard Kendall	present	present	present	present	apologies	present	present	apologies		75.00%
Andrew Kent	present	present	present	present	present	present	present	present		100.00%
Graham Larcombe	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	
Simon Marshall	present	present	present	present	present	present	apologies	present		87.50%
John Meech	apologies	present	present	present	present	present	apologies	apologies		62.50%
Michael Miller	present	present	present	present	present	present	apologies	present		87.50%
Tania Peppiatt	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	
Andrea Venn	present	present	present	present	present	present	present	present		100.00%
Barry Weston	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	in attendance	

 = present  
 = apologies  
 = in attendance

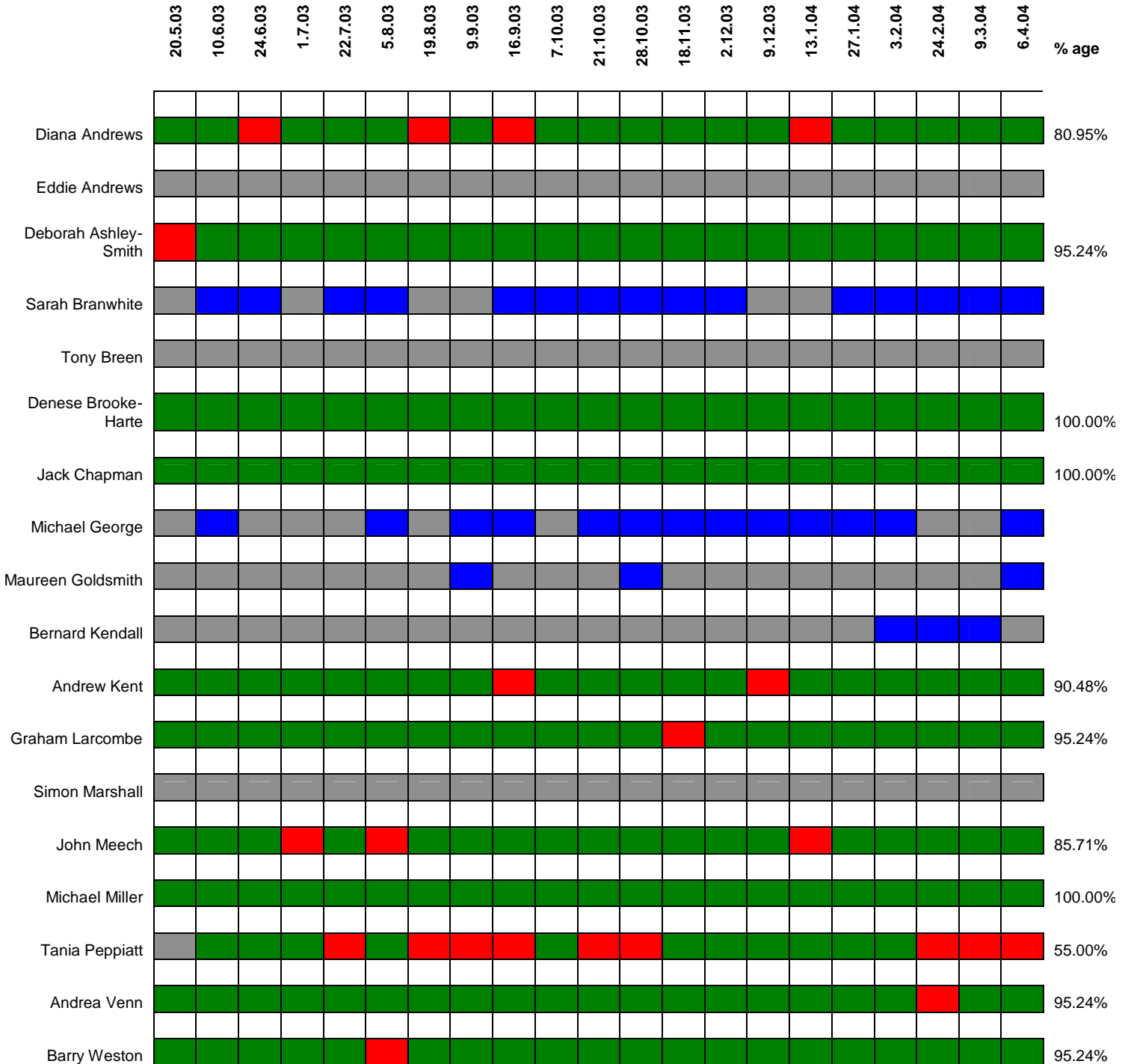
**LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS**

2003/2004



## PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS

**2003/2004**



= present  
 = apologies  
 = in attendance

**BALANCE SHEET AS AT 31 MARCH 2003**

2001/2002	<FINANCIAL YEARS>	2002/2003
	<b>CURRENT ASSETS</b>	
5676.21	VAT Recoverable	5027.95
13512.60	Debtors	3889.86
0.00	Prepayments	2625.00
58599.51	Bank & Cash as at 31 March	65989.55
<b>77788.32</b>	<b>TOTAL ASSETS</b>	<b>77532.36</b>
	<b>CURRENT LIABILITIES</b>	
4529.20	Accruals	0.00
7498.99	Creditors	15159.53
641.86	Receipts in Advance	
<b>12670.05</b>		<b>15159.53</b>
	<b>LONG TERM LIABILITIES</b>	
<b>0.00</b>		<b>0.00</b>
<b>12670.05</b>	<b>TOTAL LIABILITIES</b>	<b>15159.53</b>
<b>65118.27</b>	<b>NET ASSETS</b>	<b>62372.83</b>
	<b>REPRESENTED BY</b>	
51331.17	General Reserve	47433.97
13787.10	Earmarked Funds	12295.25
<b>67210.15</b>		<b>65118.27</b>
<b>-2091.88</b>	Less Net Expenditure for Year	<b>-2745.44</b>
<b>65118.27</b>	<b>&lt;BALANCES REMAINING&gt;</b>	<b>62372.83</b>

**STATEMENT OF INCOME & EXPENDITURE AS AT 31 MARCH 2003**

**INCOME**

2001/2002		<FINANCIAL YEARS>	2002/2003	
<b>146426.00</b>		<b>Precept</b>		<b>164430.00</b>
<b>3214.36</b>	3214.36	Interest Receivable	2774.84	<b>2774.84</b>
		<b>Miscellaneous Income</b>		
	500.00	TCMG Administration	500.00	
	2404.98	Horley Master Plan	0.00	
	200.00	Donations	0.00	
<b>3113.58</b>	8.60	Other	28.60	<b>528.60</b>
<b>246.69</b>	246.69	Administrative Services	312.31	<b>312.31</b>
		<b>Community Centres</b>		
	10650.02	Community Centre Lettings	11083.30	
<b>15027.02</b>	4377.00	Community Centre Rents & Services	2773.01	<b>13856.31</b>
<b>0.00</b>	0.00	F&GP Miscellaneous	0.00	<b>0.00</b>
		<b>Other Lettings &amp; Rents</b>		
<b>5791.20</b>	5791.20	Recreational Area Lettings & Rents	4604.00	<b>4604.00</b>
<b>627.50</b>	627.50	Allotment Rents	618.00	<b>618.00</b>
		<b>Innes Pavilion/Court Lodge</b>		
	2080.00	Rent	2080.00	
<b>2080.00</b>	0.00	Services	3256.16	<b>533.616</b>
<b>176526.35</b>	<b>30100.35</b>	<b>&lt;TOTAL INCOME&gt;</b>	<b>28030.22</b>	<b>192460.22</b>

**EXPENDITURE**

2000/2001		<FINANCIAL YEARS>	2002/2003	
	750.00	Sec 137 Payments	5980.00	
	13690.00	Donations	10150.00	
	986.80	Audit Costs	-20.72	
	4663.51	Insurance	4677.24	
	1500.00	Legal Fees	0.00	
	63780.63	Salaries and Wages	71852.94	
	7924.74	Administration	15186.79	
	3845.82	General Expenditure	5982.49	
	434.51	Horley Master Plan	0.00	
	10500.00	Rents	10500.00	
	769.12	Rates	1531.78	
	3047.01	Maintenance & Repair	1466.42	
<b>115385.63</b>	3493.49	Other Running Costs	3672.95	<b>130979.89</b>
		<b>Innes Pavilion &amp; Court Lodge</b>		
	1.00	Court Lodge Fields Rent	1.00	
	14657.82	Maintenance & Repair	17983.22	
<b>14658.82</b>	0.00	Other Running Costs	0.00	<b>17984.22</b>
		<b>Other Recreational Areas</b>		
	11896.44	Maintenance and Repair	10227.48	
	32198.12	Grounds Maintenance	32936.25	
	982.95	Allotment Running Costs	506.43	
<b>48360.88</b>	3283.37	Town Centre	1366.64	<b>45036.80</b>
<b>212.90</b>		<b>Earmarked Funds</b>		<b>1204.75</b>
<b>178618.23</b>	<b>178405.33</b>	<b>&lt;TOTAL EXPENDITURE&gt;</b>	<b>194000.91</b>	<b>195205.66</b>
<b>-2091.88</b>		<b>&lt;NET INCOME OR EXPENDITURE (-) TO BALANCE SHEET&gt;</b>		<b>-2745.44</b>

## SUPPORTING STATEMENT TO ACCOUNTS FOR YEAR END 31 MARCH 2003

### **1. Community Assets:**

As at 31 March 2003 the following community assets were held:

a.	Allotments	£32,000
b.	Michael Crescent Centenary Park	£13,000
c.	Albert Rooms	£264,680
d.	Innes Pavilion	£310,000
e.	Emlyn Meadows	£30,000
f.	A23 Recreation Ground	£171,000

No assets were acquired or disposed of during the year.

### **2. Other Fixed Assets:**

As at 31 March 2003 the following fixed assets were held:

a.	Business Equipment (at insurance value):	£29,500
b.	Chairman's Badge of Office	£1,800

### **3. Borrowings**

At the close of business on 31 March 2003 there were no loans outstanding.

### **4. Leases**

- ? Horley Sport (Social) Club twenty-five year full maintenance lease of the Innes Pavilion.
- ? Horley Bowls Club forty-five year lease of land at A23 Recreation Land.

### **5. Debts Outstanding & Prepayments**

Aged debts are carefully monitored and every attempt is made to recover them.

### **6. Reserves**

Reserve Funds as at 31 March 2003 were: £47,434

### **7. Earmarked Reserves**

Earmarked Reserves as at 31 March 2003 were: £12,296

### **8. Tenancies from Council**

During the year the following tenancies were held:

a.	<b>Innes Pavilion.</b> Horley Sports (Social) Club. Full maintenance 25-year lease. Per annum:	£2,080
b.	<b>Albert Rooms Offices.</b> Citizens Advice Bureau. Non-repairing Rent per annum:	£3,700
c.	<b>Old Squash Court Michael Crescent.</b> 1 <sup>st</sup> Horley Scouts. Repairing. Rent per annum:	£50
d.	<b>Horley Bowling Club</b> Lease of land. Rent per annum	£176

## **9. Tenancies to Council**

<b>a. Council Offices.</b>	Surrey County Council:	<b>£10,500</b>
<b>b. Court Lodge Fields.</b>	Reigate & Banstead Borough Council.	<b>£1</b>

## **10. Section 137 Payments**

Section 137 of the Local Government Act 1972 enables the Town Council to spend up to £3.50 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year ended 31 March 2003 was  
No of electors 15,535 x £3.50 = £54,372

Payments during the year 2002/03 amounted to **£5980** represented by:

£3000 to Surrey County Council Youth Services' Working on Wheels Citizen's  
£2000 to Borough Detached Youth Work Project  
£900 to Citizens Advice Bureau  
£50 to Oakwood School  
£30 to Surrey Crimestoppers

## **11. Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

## **12. Advertising & Publicity**

The sum spent during the year was: **£112**

## **13. Contingent Liabilities**

There were no contingent liabilities at 31 March 2003.

## **14. Pensions**

For the year ending 31 March 2003, the Council's contributions equal 215% of employees' superannuation pay plus an additional monetary sum of £7,585 per annum. The calculations by Surrey County Council Pension Fund are appended.