

# HORLEY TOWN COUNCIL

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## AGENDA

### LEISURE & AMENITIES COMMITTEE

Date / Time: Tuesday 6 May 2025 at 7.30pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

#### SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 6 May 2025, 7.30pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Chief Executive Officer

<b>Members' Apologies:</b>	If required, a Member must submit their apologies for this meeting by sending an email to: <a href="mailto:town.clerk@horleytown.com">town.clerk@horleytown.com</a> or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.
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<b>Public Forum:</b>	<p><b><u>Members of the Public and Press are welcome to attend this meeting in person</u></b></p> <p>Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.</p>
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To: *Members of the Leisure & Amenities Committee:*  
Cllrs Hannah Avery, Jante Baird, James Baker, Jordan Beech, Lynne Burnham, Emma Fagan, Cec Hughes, Robert Marr, Samantha Marshall, Martin Saunders, Tom Turner, Steve Wotton



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

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley  
on Tuesday 6 May 2025, 7.30pm

**All correspondence and papers referred to in the public part of the agenda are available to view  
in the Town Council Offices during normal office hours or on the website**

### **A G E N D A**

- 1 Election of the Chairman of the Leisure and Amenities Committee Chairman (Council Chairman in the Chair).
- 2 Elected Chairman to take the Chair.
- 3 Election of the Vice-Chairman of the Leisure and Amenities Committee.
- 4 To re-adopt the terms of reference of the Leisure & Amenities Committee
- 5 Appointments to Sub-Committees, Outside Bodies and Working Groups reporting to the Leisure and Amenities Committee.  
To agree the appointments.

*Date of next meeting: 1 July 2025*

Signed: Chief Executive Officer

Dated: 30 April 2025



# HORLEY TOWN COUNCIL

## Leisure & Amenities Committee

### Terms of Reference

#### 1. Purpose

The Leisure & Amenities (L&A) Committee is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders.

#### 2. Frequency of Meetings

Meetings of the L&A Committee shall be held as stated in the Council's Calendar of Meetings to meet the responsibilities as outlined below.

#### 3. Delegated Responsibilities

**3.1** The Leisure Officer, in consultation with the L&A Chairman and Vice-Chairman, shall have delegated responsibility for carrying out required actions of the Committee, as approved by Council Resolution, including all compliance and regulatory matters in relation to the Council's community buildings, parks, and open spaces.

**3.2** The L&A Committee shall **exercise the powers and duties** of the Council relative to:

- The operation of the Grounds Maintenance Contract.
- The maintenance and improvement of Horley Recreation Ground, including the Memorial Gardens.
- The maintenance and improvement of the Town Council's recreational and play areas.
- Floral baskets, planters and flower beds.
- Allotment sites (including maintenance of car park, toilets, shared access areas, and charges for rental of plots)
- Hire of sports pitches and football matters.
- Security at all sites.
- Horley in Bloom (HIB) and Photographic Competitions.
- Provision of Christmas tree.
- Applications for the use of the Council's Leisure and Amenities facilities.
- Making appointments to and receiving reports in respect of its Outside Bodies.
- Considering play and recreational equipment upgrades along with potential future projects at all Council sites.
- Event management, including requests by operators to use Council land, subject to full compliance and regulations being met.

- Matters relative to the Local Government of Surrey (LGR), subject to confirmation.

**3.3** The Leisure & Amenities Committee shall make recommendations to Full Council relative to:

- i) The appointment of the Grounds Maintenance Contractor.
- ii) Considering New Leisure Facilities in Horley

***Approved: May 2025***

***Renewal Date: May 2026***

DRAFT