

# HORLEY TOWN COUNCIL

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## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 29 July 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 an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 29 July 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

#### Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk) or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

#### Public Forum:

#### **Members of the Public and Press are welcome to attend this meeting in person**

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 Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair may direct that a question or comment is submitted in writing which shall be answered in due course.

# **HORLEY TOWN COUNCIL**

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday 29 July 2025 at 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**

**The meeting will be preceded at 6.30pm with a private briefing by Reigate & Banstead Borough Council  
on modernisation proposals for Horley Community Centre, Albert Road, Horley RH6 7JA.**

## **AGENDA**

- 1 Apologies and Reasons for Absence**  
To receive apologies and reasons for absence.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**  
To approve the Minutes of the Ordinary Council Meeting held on [17 June 2025](#).
- 5 Full Council Updates**
- 6 Committee Reports**
  - i) To receive the unapproved Minutes of the meetings of the following Committees:  
**Leisure Committee** held on [1 July 2025](#)  
**Planning and Development Committee** held on [15 July 2025](#)
  - ii) To receive the approved Minutes of the meetings of the following Committee:  
**Planning and Development Committee** held on [10 June 2025](#)
- 7 Council Chair's Report**  
To receive a report of any events attended by the Chair or representative since the Full Council meeting held on 17 June 2025 (*attached*).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
  - ii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
  - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 28 July 2025.
  - ii) To note that the next RBBC/HTC Liaison meeting will be held on 20 August 2025.
  - iii) To receive an update on any other matters.
- 10 Outside Bodies**  
To receive any updates from the Town Council representatives on the following outside bodies:
  - i) Horley Community Partnership
  - ii) Royal British Legion
- 11 Local Government Reorganisation (LGR)**
  - i) To receive an update from the LGR Working Group Chair, on the meeting held on 19 June 2025.
  - ii) To approve the Town Council's response to the Government consultation on proposals for Local Government Reorganisation in Surrey (closing date: 5 August 2025).
  - iii) To consider a response to the consultation by Reigate & Banstead Borough Council on the **Community Governance Review** (closing date: 18 September 2025).

**Continued .../...**

**12 Communications Working Group**

To receive an update from the Communications Working Group Chair, on the meeting held on 8 July 2025.

**13 HTC Council Grants Scheme 2025/26**

- i) **Funded Application: Stripey Stork** - To receive the end of grant report from the charity towards the cost of purchasing new racking for its new warehouse.
- ii) To receive an update on any other matters.

**14 Strategic CIL SIP 2 2025 Review**

- i) To note that the review identified a total of £500k of strategic CIL funding, agreed by the RBBC Executive to make available for grants, to help fund the delivery of infrastructure projects within the current SIP 2 period.
- ii) To ratify potential bids to be made by the Town Council for new projects, under the scheme.
- iii) To receive an update on any other matters.

**15 RBBC Public Engagement on Horley Community Centre Refurbishment (closing date: 10 August 2025)**

To consider the Town Council's response to the public survey on modernisation proposals for Horley Community Centre.

**16 Communications Received**

**17 Diary Dates**

**18 Items for Future Consideration**

To note urgent business for inclusion on future agenda.

**19 Press Release**

To agree items for inclusion.

**20 Exclusion of Public and Press**

**"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."**

**21 Confidential Minutes**

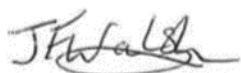
**CONFIDENTIAL**

To approve the confidential minutes of the Ordinary Meeting of the Council held on 17 June 2025.

**22 Innes Sports Pavilion Replacement Windows and Landscaping Project**

**CONFIDENTIAL**

To consider the Recommendation Report for contract award of security and infrastructure improvement works at the Innes Sports Pavilion, to be covered either through the CIL SIP 2 project bid or by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £17,000 plus VAT.



**Signed: Chief Executive Officer**  
**24 July 2025**

**Date of Next Meeting – 9 September 2025**



# HORLEY TOWN COUNCIL

## Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 17 June 2025 at 7.30pm

### Present

Cllrs	Hannah Avery	Victoria Chester	Robert Marr
	Jante Baird	Lynnette Easterbrook (Chair)	Samantha Marshall
	James Baker	Emma Fagan (Vice Chair)	Sam Mearing
	Jordan Beech	Mike George	Martin Saunders
	Michael Blacker	Jerry Hudson	Tom Turner
	Lynne Burnham*	Cecilia Hughes	Steve Wotton

### \* Absent

### In Attendance

J Walsh (Chief Executive Officer) (CEO)  
S Adeniji (Assistant Chief Executive Officer and RFO)  
J Stay (Planning and Support Officer)

*Prior to the meeting, a minute's silence was observed in memory of former Town Councillor, Richard Bethell, who sadly passed away recently.*

### C 6092 Apologies and Reasons for Absence

**RESOLVED:** that apologies received from Cllrs Easterbrook and Marr, be accepted. Cllr Burnham was absent.

### C 6093 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None were received.

**RESOLVED:** noted.

### C 6094 Public Forum

One member of the public attended the meeting to observe.

**RESOLVED:** noted.

### C 6095 Minutes

**RESOLVED:** that the Minutes of the Annual Council Meeting held on [6 May 2025](#), be approved.

### C 6096 Election of a Town Councillor (Horley West Ward), By-Election on 5 June 2025 (Sam Mearing duly elected)

The Chair congratulated Cllr Sam Mearing on her appointment as Town Councillor (Horley West Ward) and welcomed her to the Town Council.

#### **RESOLVED:**

- i) that the election of Cllr Sam Mearing as a Town Councillor (Horley West Ward), be noted.
- ii) that the elected Member, Cllr Sam Mearing's Declaration of Acceptance of Office, be received.
- ii) that the elected Member, Cllr Sam Mearing's Declaration of Disclosable Pecuniary and Non-Pecuniary Interests, be received.
- iii) that the appointment of Sam Mearing to serve on the Planning & Development Committee, be approved.

**C 6097 Full Council Updates**

There were no updates to report from the last meeting being the Annual Meeting of Council.

**RESOLVED: noted.**

**Committee Reports**

**C 6098** **RESOLVED: that the draft minutes of Leisure & Amenities Committee held on 22 April 2025 and 6 May 2025, be received.**

**C 6099** **RESOLVED: that the minutes of the Planning & Development Committee held on 8 April 2025, 6 May 2025 and 13 May 2025, be received.**

**C 6100 Council Chair's Report**

The Chair's Report, which was previously circulated to the Members for information, was received.

**RESOLVED: noted.**

**Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

**C 6101** Cllr George gave the following updates from SALC:

- The central government consultation for [Proposals for Local Government Reorganisation in Surrey](#) has been sent out to the public, with a closing date of 5 August 2025.
- The consultation is on the two LGR proposals:
  - a) Elmbridge Borough Council, Mole Valley District Council and Surrey County Council propose two unitary councils:
    - 1) East Surrey (Elmbridge, Epsom and Ewell, Mole Valley, Reigate and Banstead, Tandridge)
    - 2) West Surrey (Guildford, Runnymede, Spelthorne, Surrey Heath, Waverley, Woking).
  - b) The Borough Councils of Epsom and Ewell, Guildford, Reigate and Banstead, Runnymede, Spelthorne, Surrey Heath, Waverley and Woking, and Tandridge District Council propose three unitary councils:
    - 1) East Surrey (Epsom and Ewell, Mole Valley, Reigate and Banstead, Tandridge)
    - 2) North Surrey (Elmbridge, Runnymede, Spelthorne)
    - 3) West Surrey (Guildford, Surrey Heath, Waverley, Woking)
- The proposed union between Reigate & Banstead Borough Council and Crawley Borough Council had not been included in the current review by the Government.

**RESOLVED: noted.**

**C 6102** The CEO reported from SALC, that [the Government had published its response to the consultation on Remote Council Meetings and Proxy Voting](#), aiming to ensure that local authorities can develop appropriate policies. It had further recognised Proxy Voting concerns, suggesting that development of associated proposals for this be limited to the principal authorities. Both changes would require legislation to come into effect in due course.

Additionally, the next SALC Clerk and Councillor Forum will take place remotely on 1 July and 2 July 2025 respectively.

**RESOLVED: noted.**

**Borough, County Council and Other Updates**

**C 6103 SCC/RBBC/HTC Joint Council meetings 2025/26**

The CEO reported that Cllr Easterbrook and chaired the meeting and she gave the following updates:

**C 6103)**

- Cllr Biggs gave an informative update Local Government Reform (LGR) Proposals, with a note of thanks to HTC for writing a letter of support to the borough council, for the three-unitary proposal as preferred option over the two-unitary option. HTC will be added to the stakeholders list to ensure appropriate input and participation during the key stages, up until final implementation.
- The campaign for traffic calming on Lee Street will be discussed at the SCC Cabinet Meeting on 24 June 2025, following a petition managed by Cllr Wotton and a letter sent from HTC.
- A letter will be sent from HTC, requesting a change in traffic priorities at the junction of Meath Green Lane and Webber Street/Hoadley Road, supported by SCC Cllr Lynch.
- Ongoing talks were taking place with Metrobus regarding transport links and reduced fares for Horley students travelling to out-of-town institutions like Reigate College.
- There were ongoing school parking concerns at The Meadway, Wheatfield Way Roundabout and Langshott Lane which were being followed up with SCC Enforcement Officers.
- SCC had begun enforcement action over illegal parking outside Costa Coffee, Victoria Road.
- The Annual Town Public Forum, held on 16 May 2025, was a great success with good public attendance and the presentation from KSS Air Ambulance was well received.
- The HTC Office Expansion project through CIL SIP 2 funding is progressing towards the tender stage.
- The next meeting will take place on 28 July 2025.

**RESOLVED: noted.**

**C 6104****RBBC/HTC Liaison Meetings**

The CEO reported that Cllr Easterbrook chaired the meeting and Cllr Biggs joined later. The following items were discussed:

- The RBBC Deputy Chief Executive updated the group on **Local Government Reform (LGR)** and Devolution at this stage of the process.
- [A stakeholder consultation would be run by the Government](#) in mid-June for 8 weeks (**deadline: 5 August 2025**) and would be open for public comment and publicised locally. Following a review of the consultation responses, the new unitary structure was expected to be confirmed in the autumn. A Structural Changes Order is expected to be presented to Parliament early in 2026, to facilitate the election for the new shadow unitary authorities in May and full and final implementation would become effective in April 2027.
- It was intended to conduct a **Community Governance Review (CGR)** for the entire borough. This would consider the creation of new parish councils for unparished areas but allow for consideration of existing arrangements with existing town/parish councils to be reviewed or updated, subject to Executive approval. Initial submissions were anticipated to be invited between July and September, followed by consultation and draft proposals in late 2025, with publication of the final recommendation in March 2026. The Terms of reference would be considered at the Borough's Full Council meeting in June, with the effective change date for implementation in May 2027.
- Existing legal agreements between both local authorities and devolved services agreements would be reviewed by RBBC in due course. HTC has raised the matter, enquiring if these would be novated to the new unitary-structure which had yet to be confirmed.
- S106 funds were set aside to support Horley play areas; potentially £19k is allocated to date, subject to confirmation. Cllr Saunders asked for the names and scope of projects at The Acres and Westvale Park where funds were allocated and this would be followed up for response.
- The Westvale Park neighbourhood hall is due to be completed soon. Two shortlisted applicants have submitted business plans. Heads of Terms have been drafted to be sent to the GP practice.
- The Westvale southern allotment is due to be reviewed following flooding issues.
- The next meeting on 10 August 2025 is likely to be brought forward due to the LGR consultation deadline.
- Cllr Saunders asked for an update regarding the closed public toilets in Consort Way and the intention regarding their refurbishment and reopening which had yet to be decided. It was advised that agreement regarding access to the new changing places toilet at Horley Community Centre had yet to be determined which would have an impact on this decision.

- C 6104)** ➤ Cllr Saunders further requested details of the sports facilities off Orchard Drive and the proposed Town Park in the northern section, near the proposed Horley Business park and this would be followed up.

**RESOLVED: noted.**

#### **Internal Audit Matters**

**C 6105 Internal Audit 2024/25**

The RFO reported that the interim audit took place on 25 November 2024 and the final audit took place remotely on 28 May 2025. Both had no issues raised and the auditor was pleased with the Town Council's internal controls.

**RESOLVED: that the Final Report of the Internal Auditor, be noted.**

**C 6106 Councillors' Audit Certificates**

The RFO thanked Cllrs Easterbrook and Saunders for carrying out the Councillors' Audit for the final quarter of 2024/25. The audit certificate had previously been circulated in the agenda pack. It was requested that items held in the safe be itemised in the bank accounts folder. Cllr Saunders expressed his thanks to the Administrative Officer, Sophie Mandak for her hard work in putting the paperwork in sequence number order.

**RESOLVED: that the Councillors' Audit Certificates for January, February and March 2025 and responses by the RFO, be noted.**

**C 6107 Financial Reports**

The RFO advised that the financial reports were included in the agenda pack. The year-end accounts are in budget with an income of 165.8% above previous year, as the Town Council has been successful in receiving grants and CIL fund payments. Despite this, additional funds may be required for the office expansion. Cllr Saunders advised that, as the new Finance Lead, he would like to create charts and graphs from the figures for data analysis.

**RESOLVED: that the following reports for January, February, and March 2025, be approved:**

- i) January, February, and March 2025 Bank Reconciliations**
- ii) January, February, and March 2025 Receipts**
- iii) January, February, and March 2025 Payments**
- iv) March 2025 Summary of Accounts**

**C 6108 Councillor Audit Rota for 2025/26**

Members agreed the rota, subject to the following changes:

- Cllr Turner moving to 29 July 2025
- Cllr Hughes moving to 27 January 2026

**RESOLVED: that the Councillor Audit Rota for 2025/26 (attached,) be agreed, subject to changes.**

#### **Annual Audit for the Year Ending 31 March 2025**

- C 6109 RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2025, be approved.**

- C 6110 RESOLVED: that the Annual Governance Statement 2024/25 (Section 1), be approved.**

- C 6111 RESOLVED: that the Accounting Statement 2024/25 (Section 2) and the Annual Internal Audit Report, be approved.**

#### **Community Foundation for Surrey – Horley Edmonds Community Fund (HECF)**

- C 6112** The RFO reported that the trustee's drawdown recommendations had been circulated, proposing 4% to HECF and 1% to the Surrey Community Fund. Members agreed that as this would not align with the intention of the fund, the 5% drawdown would remain.

**C 6112)**      ***RESOLVED: that the CFS Trustees' Drawdown Recommendations and the Town Council's response to retain the full 5% drawdown to the Horley Edmonds Community Fund (HECF) , be ratified.***

**C 6113**      The HECF Statement for the 12-month period from 1 April 2024 to 31 March 2025 showed support for three grant applications – St Barts Church, YMCA and Horley Lions Club Warm Over Winter Campaign, totalling £5,300.

***RESOLVED: that the HECF Statement for the period 1 April 2024 to 31 March 2025, be received.***

**C 6114**      **HTC Grants Scheme – Funding Applications**

Members considered an application from Horley Infant School for £800 to install a temperature and light regulated cabinet to house a defibrillator, which was gifted, at the front of the school. A communication has been sent asking if they would like to the defibrillator to be installed elsewhere as it is in close proximity to others in the area and no reply has been received. Cllr Marshall proposed and Cllr Saunders seconded that the grant be awarded on the condition that the defibrillator would be accessible to the public 24/7, for example mounting it on the outer fence, given that public funding is being requested; and as the grant would be paid into the bank account of the Greensand Multi Academy Trust, could confirmation be received that the funds would be ringfenced specifically for this purpose.

***RESOLVED: that the grant application from Horley Infant School, in the sum of £800, be approved, subject to conditions, and the Community Foundation for Surrey be notified accordingly.***

**C 6115**      **Operational Matters**

The CEO recited a letter from the Air Ambulance Charity (KSS), thanking the Town Council for its kind donation of £500 together with other contributions received at the Council's Annual Town Public Forum when the charity's presentation on their life-saving work was well received.

***RESOLVED: that a donation of £500 through the General Power of Competence (GPC) to the Air Ambulance Charity Kent Surrey Sussex (KSS), following representation as guest speaker at the Annual Town Public Forum on 16 May 2025, be ratified.***

**C 6116**      **Town Council Commercial Combined Insurance Renewal 2025/26**

The RFO gave a comprehensive update on the Town Council's Combined Renewal Insurance Review and market evaluation subsequently carried out by insurance brokers, James Hallam (Council Guard). It was noted that the three-year deal with Aviva was renewed with a 5% Annual Rate Escalator and this year's rate increase was waived.

***RESOLVED: that***

- i) the payment of the annual Combined Insurance Premium from Aviva, in the total sum of £13,337.48 (including IPT and administration charge), be ratified.***
- ii) the payment of the annual Personal Accident Premium from Aviva, in the total sum of £524.41 (including IPT and administration charge), be ratified.***
- iii) the payment of the Town Council's separate annual Cyber Protection Policy for 2025/26 in the total sum of £1,088.16 (including IPT and administration charge), be ratified.***
- iv) the renewal of the three-year long-term agreement (LTA) with Aviva, which expires in June 2026, resulting in a 5% discount, be noted.***

**C 6117**      **Handelsbanken Banking Arrangement**

The RFO explained that this bank account had been opened for the office expansion project funds as it achieves a high rate of interest. However, a formal mandate from the Town Council is required for the CEO and Assistant CEO/RFO to access the online account, which was agreed.

***RESOLVED: to approve that the Chief Executive Officer and RFO be the banking signatories for Horley Town Council and have access to the online Handelsbanken account.***



## **Working Groups**

### **C 6118 Environment Working Group**

Cllr Avery gave a report of the Environment Working Group meeting held on 3 June 2025 and thanked members for being re-appointed as for another year. The meeting notes would be circulated to members shortly.

**RESOLVED: noted.**

## **Outside Bodies**

### **C 6119 RBBC Borough Standards Committee**

Cllr Hughes reported that she had given her apologies to the Borough Standards Committee meeting held on 11 June 2025, at which time, the Chair and Vice-Chair were elected. No other business was transacted.

**RESOLVED: noted.**

### **C 6120 Royal British Legion**

Cllr Marshall reported that a commemorative event is planned to be held in the town to mark VJ Day on Saturday 16 August 2025, following a similar format to VE Day. Additionally, the minutes of the last RBL meeting had also been circulated, for information.

**RESOLVED: noted.**

### **C 6121 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project**

The RFO provided an update on the HTC office expansion project. The technical and mechanical plans have been received from architects, MVL. Following feedback from staff and the Office Expansion working group, it was agreed for the kitchen to remain in its current location and expand it to create an open plan kitchen/staff room area. Part of the current storeroom would be used for this and the remainder used as a smaller storeroom. This would be more cost effective, saving on moving the kitchen appliances and no skylight would be required. The additional back entrance is not required, the disabled toilet window is to be moved instead of removed and the disabled toilet door is to be automatic. Once the final designs are received from the architects, the tender process can commence, in accordance with financial regulations. HTC is currently compiling a Travel Plan which is the final requirement in the Planning Conditions.

**RESOLVED: noted.**

## **Communications Received**

### **C 6122** The CEO reported receipt of the latest Neighbourhood CIL Report to HTC, for the period 16 March to 15 June 2025.

Cllr Marshall shared a letter of thanks from Peter Moxley regarding the skittles tournament, which exceeded its target. Cllr Saunders thanked Cllr Marshall for organising the team.

**RESOLVED: noted.**

### **C 6123 Diary Dates**

24 June 2025, 6.00pm: HTMG Meeting  
26 June 2025, 6.30pm: LGR and Devolution Training  
1 July 2025, 7.30pm: Leisure Committee Meeting  
2 July 2025 at 7.30pm: SALC Councillor Forum  
15 July 2025 at 7.30pm: Planning Committee Meeting

**C 6123)**      **RESOLVED: noted.**

**C 6124**      **Items for Future Consideration**

No items were raised.

**RESOLVED: noted.**

**C 6125**      **Press Release**

The latest award of grants through the Horley Edmonds Community Fund and update on the RBBC CIL SIP projects.

**RESOLVED: noted.**

**C 6126**      **Exclusion of Public and Press**

**"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."**

**C 6127**      **Council CCTV Upgrade and Service Contract**

**CONFIDENTIAL**

Members considered the recommendations for contract award for the CCTV Upgrade and Service Contract, to be covered by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £25,000 plus VAT.

**RESOLVED: noted.**

**Meeting closed at 9.11pm**

**Date of next meeting: 29 July 2025**

# 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 01 July at 7.30pm

Present	Cllrs	Hannah Avery	Lynne Burnham*	Samantha Marshall
		Jante Baird	Emma Fagan**	Martin Saunders
		James Baker*	Cec Hughes	Tom Turner
		Jordan Beech	Robert Marr	

\*Absent                      \*\*In Attendance Remotely

In Attendance              Joan Walsh (CEO)  
Sam Adeniji (Assistant CEO & RFO)  
Cllr Mike George (Non-Committee Member)\*\*

**L 5555**              Apologies and Reasons for Absence

**RESOLVED** that the apologies of Cllr Baker be accepted as well as the apology of the Leisure Officer, Cllr Burnham was absent

**L 5556**              Disclosable Pecuniary Interests and Non-Pecuniary Interests

No declarations of interest were made in relation to any items on the agenda.

**RESOLVED: noted**

**L 5557**              Public Forum

No members of the public were present.

**RESOLVED: noted**

**L 5558**              Approval of Minutes - Leisure and Amenities Committee, held on 22 April 2025

**RESOLVED** that the minutes of the Leisure and Amenities Committee meeting of 22 April 2025 be approved

**L 5559**              Leisure Updates

**L 5537 Funding Applications for planters in West Horley:** The YFS (Your Fund Surrey) funding scheme had opened. An application had been submitted and a response was awaited.

**L 5545 Memorial Bench:** The new memorial bench in honour of former Town Mayor and Councillor, Howard Easterbrook, had been installed at Horley Recreation Ground, near the skate park.

**L 5546 Picnic Table:** The new recycled table had been installed in the top section of Emlyn Meadows, near Bolters Wood.

**L 5551 Allotments - Overshadowing by Trees:** A meeting was held with the Langshott Allotment Association (LATA) regarding the trees on the Network Rail boundary. It was determined that the level of overshadowing was not sufficient to justify the significant cost of pruning, especially as the trees are on third-party land. It was therefore agreed that no further action would be taken.

**RESOLVED: noted**

**L 5560 Horley Churchyards**

Cllr George reported that the wildflower planting was delayed due to the dryness of the ground and would be followed up by the contractor at a later date.

**RESOLVED;noted**

**L 5561 HTC Grounds Maintenance and Security**

**Updates on recent meetings with the Grounds Maintenance Contractor:**

**Emlyn Meadows:** The Assistant CEO reported it had been agreed with the grounds maintenance contractor that management of Emlyn Meadows would be altered to enhance biodiversity. The top section, used for children's play, will continue to be mown as normal. The bottom half of the meadow however will be left to grow, with pathways mown through it for walking. This would be made known to the public with on-site signage and social media along with information supplied on the ecological benefits.

**RESOLVED:noted**

**L 5562 Members' inspections of Recreation Grounds:**

**Court Lodge:** Cllr Avery reported that every piece of swing type equipment in the playground required some oil to prevent squeaks and this would be passed on to the contractor.

**Horley Recreation Ground:** Cllr Saunders reported feedback about some anti-social behaviour at the skatepark by large groups and this would be passed on to the local PCSO.

**RESOLVED: noted**

**L 5563** It was reported that the junior goalposts had become uneven and pitted. The matter would be followed up by the Leisure Officer as a safety concern.

**RESOLVED: noted**

**Community Events in Horley**

**L 5564 Horley in Bloom (HIB) and Photographic Competitions 2025:**

Cllr George reported the plant swap at the St George's Day Fair was very successful. He added that competition entries were generally high but there were none received from Westvale Park which would be followed up for next year.

**RESOLVED: noted**

**L 5565 Horley Carnival 2025:**

Cllr Baird reported that the event was a great success despite the very hot weather. There were less floats this year, which was thought to be attributed to the high cost for groups to obtain appropriate insurance. The café operator had a very successful day and was praised for her cooperation, including keeping the toilets open for customers. The Chair extended her sincere gratitude to the entire organising committee as well as participants and volunteers for their hard work with the popular event.

**RESOLVED:noted**

**L 5566 Community Project Updates**

The Assistant CEO provided updates on two projects:

- **Power Smart Outdoor Gym Equipment:** The full installation was unavoidably delayed due to the electronics for the phone charging element requiring another part but the contractor would install this as soon as it was in stock which would then allow for the opening ceremony to be arranged.
- **Drainage Alleviation Project at The Horley Recreation Grounds:** The CEO reported that drainage improvement works were scheduled to begin in the coming week.

**RESOLVED: noted**

#### **Reigate & Banstead Borough Council Surveys**

#### **L 5567 Horley Town Council Comments on the Reigate & Banstead Borough Council Greenspaces Survey:**

The formal submission by the Town Council was summarised with broad support for the strategy's aims and the following comments were also made:

- The survey appeared to disproportionately focus on the north of the borough with the omission of some Horley sites, such as, Horley Recreation Ground, Church Meadows as well as some areas of borough-owned land.
- There was a lack of early consultation with the Town Council during the drafting phase, which was considered a missed opportunity, given its extensive experience in managing major parks and greenspaces.
- There was a lack of stakeholder engagement with key local organisations, such as Horley Conservation Group and Gatton's Cattle Grazing Group who were not consulted. The omission of Salfords & Sidlow Parish Council was also highlighted.
- Following feedback given by HTC, it was advised that Borough officers would hold a drop-in engagement session at Horley Recreation Ground on 5 July 2025.

**RESOLVED: That the Town Council's responses to the Reigate Banstead Draft Greenspaces Strategy be ratified**

#### **L 5568 The Assistant CEO presented a detailed analysis on the results of the shared data from the Horley Open Spaces Survey, for which thanks were extended to the Leisure Officer for her extensive work.**

- **Key Findings:** 751 responses were received. 72% of respondents felt there were not enough facilities for exercise locally. 78% felt there were not enough facilities for teenagers, with 94% rating the quality of existing teen facilities as poor. Horley Recreation Ground was identified as the most important and most visited open space. Proximity was the main factor (73%) for families with under 12s when choosing which park to visit.
- **Desired Facilities:** The overwhelming top request for teenage facilities was a pump track (70% of responses). This was followed by a parkour and basketball facilities.
- **Discussion and Action:** A discussion followed regarding the potential demand for a pump track. The Chair noted that there is a short window of opportunity (the month of July) to apply for surplus SIF2 funding (£500k available). It was agreed that this survey data could provide a strong evidence base for an application.

**RESOLVED: noted.**

#### **L 5569 Surrey County Council 'Blue Heart' Campaign (Grass Verges)**

The Assistant CEO reported that a draft letter had been prepared by Cllr Mearing for the SCC Cabinet Member for the Environment. It advised the Town Council's support for the overall aims of the campaign but expressed concern that proposed changes to the scheme may lead to the downgrading and loss of smaller wildflower verges and spaces. It further highlighted that these

small spaces were ecologically significant for creating wildlife corridors, a view supported by the Surrey Wildlife Trust.

**RESOLVED: that the letter to the SCC Cabinet Member for the Environment, regarding the 'Blue Heart' Campaign (Grass Verges), be approved and submitted.**

**L 5570**

**Use of HTC Community Buildings, Parks and Outdoor Spaces**

It was noted that RBBC would be running their "BE Active" programme of events for the summer holidays, which will take place at Horley Recreation Ground and Emlyn Meadows. The Chair added that the RBBC Greenspaces team had been reminded of the need to seek prior permission from the Town Council for events like these taking place as an essential requirement for administrative purposes.

**RESOLVED: noted.**

### **Compliance & Regulatory**

**L 5571**

**HTC Playgrounds and Grounds Inspections and Repairs:**

The CEO reported the discovery of damage to a number of ceiling height windows at The Innes Sports Pavilion Cour Lodge, arising from vandalism. As the windows were in a poor, ageing state, they had been listed for replacement with toughened glass, along with the PVC frames. It was hoped the project would qualify for a bid application through the recently extended CIL SIP2 funding scheme.

**RESOLVED: noted.**

### **Outside Bodies**

**L 5572**

**Gatwick Greenspace Partnership (GGP):**

Cllr George reported that he had been re-elected as Chair at the recent AGM of the partnership and talks were ongoing with Charlwood PC and Newdigate PC about them joining the partnership as funding members.

**RESOLVED: noted**

**L 5573**

**Horley Conservation Group (HCG):**

The Chair reported that the group's last meeting included the overpopulation of non-native carp species in Tanyard Pond, which were illegally introduced and damaging the aquatic ecosystem. The group wishes to undertake electro-fishing to remove the invasive species and allow native wildlife to recover. An application for a grant of £700-£800 from the County Councillor's fund is being prepared to cover the cost. The non-native fish will be humanely dispatched, while any native species will be returned to the pond. A new sign had been installed at the Fieldings Orchard, Langshott, crediting the group's work.

**RESOLVED: noted.**

### **Allotments in Horley**

**L 5574**

**Proposal to introduce a refundable deposit charge for new allotment tenancies:**

The matter was considered by the Committee, to introduce a refundable deposit for new tenancies. This was due to an increase in the number of plots being vacated in a poor condition, requiring significant maintenance and administrative costs for the council to resolve. The deposit aims to incentivise tenants to leave their plots in a reasonable state, on departure.

Members considered the appropriate level of refundable deposit, based on officer recommendations and these would be clearly explained in the new tenancy agreements together with photographic evidence taken of each plot before hire and on departure.

Cllr Beech proposed and Cllr Baird seconded that a refundable deposit of £60 be introduced and reviewed in one year and this was carried by majority vote. Additionally, the CEO would have delegated authority to waive the deposit charge in cases of evidential financial hardship and this would be clearly set out in new tenancy agreements.

**RESOLVED: that a refundable deposit of £60 for all new allotment tenancy agreements be introduced together with clear guidelines, subject to further consideration by the CEO in cases of evidential financial hardship and the matter be reviewed in one year.**

- L 5575** The CEO reported that recent issues with unkempt plots had highlighted the requirement for the Town Council to introduce an Allotments Policy to cover potential plot evictions. The Policy would set out clear procedures for inspections, warnings and ultimate evictions together with a clearly stated Appeals Process, for council adoption at a later date.

**RESOLVED: noted.**

**L 5576      Communications Received**

The Assistant CEO reported ongoing communications with Hevers Avenue residents, who had made concerns about overgrown trees on their properties with the Horley Recreation Ground boundary, reportedly causing loss of light and falling debris on to their gardens. Previous arboriculture inspections undertaken by HTC had concluded that improvement works were not deemed the council's responsibility. However, the residents had persisted with their request along with a contribution offered towards splitting the cost of works with the council. The Chair added that she had visited the site a year ago, but no further action was taken. Given the lapse in time, it was agreed that a new, revised report on the condition of the trees be commissioned by the Leisure Officer to determine possible next steps.

**RESOLVED: noted.**

**L 5577      Diary Dates**

11 July 2025, 6.00 pm - RBBC CGR Briefing for HTC  
15 July 2025, 7.30 pm - Planning & Development Committee  
23 July 2025, 6.00 pm - RBBC's Public Engagement: CGR - Horley Community Centre

**L 5578      Items for Future Consideration**

A review of Allotment Fees and Charges.

**L 5579      Press Release**

1. Opening ceremony - Power Smart Outdoor Gym Equipment, Horley Recreation Ground.
2. Placement of new Memorial Bench for Howard Easterbrook.
3. Installation of the new picnic bench, Emlyn Meadows.

**Meeting closed at 20:58**

**Date of Next Meeting: 14 October 2025**

# **HORLEY TOWN COUNCIL**

## **Minutes of a Meeting of the Planning and Development Committee held on 15 July 2025 at 7.30pm**



**Present**      Cllrs    Michael Blacker                      Mike George                      Martin Saunders  
                         Victoria Chester \*                      Jerry Hudson                      Tom Turner  
                         Lynnette Easterbrook                      Cec Hughes                      Steve Wotton  
                         Emma Fagan \*                      Sam Mearing

\* Absent

\*\*In Attendance

Remotely

**Also**                      Sophie Mandak (Administrative Officer)  
**Present**                      Joanna Stay (Planning and Support Officer)

### **P 7938      Apologies and Reasons for Absence**

***RESOLVED: that the apologies received from Cllr Fagan, be accepted. Cllr Chester was absent.***

### **P 7939      Disclosable Pecuniary Interests and Non-Pecuniary Interests**

- Cllr Easterbrook declared a non-pecuniary interest in agenda item 10 iii), as she resides locally to the areas discussed.
- It was declared that as Cllrs Blacker and Hudson are members of the Reigate and Banstead Borough Council Planning Committee, the views expressed by them at the meeting may change.

***RESOLVED: noted.***

### **P 7940      Approval of Minutes**

Planning and Development Committee held on 10 June 2025.

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

### **P 7941      Planning Updates**

No updates were reported.

***RESOLVED: noted.***

### **Outside Bodies and Sub Committees**

### **P 7942      Horley Town Management Group (HTMG)**

It was reported that the Group's AGM had been held with Mike Humphrey elected as Chair and Mike George as Vice-Chair. The Horley Local History Society (HLHS) presented its idea for local history information boards to be placed in six locations in the town, in memory of former member, the late Brian Buss. Members supported the initiative in principle. The Horley Cultural and Arts Festival is progressing and planned to take place in April 2026.

***RESOLVED: noted.***

### **P 7943      Accessibility Horley Committee**

Cllr George reported on the recent meeting which took place earlier in the evening. Slow progress had been made in regard to footpaths with railings which restrict disability access, damaged manholes, overgrown vegetation on footpaths and pavement parking. It had been suggested to mark bus stop posts with florescent strips to assist visually impaired people.

***RESOLVED: noted.***

**Members of the Planning and Development Committee:**

**Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Mearing, Saunders, Turner, Wotton**



**P 7944      Determined Planning Applications**

Members reviewed the list of Planning Applications determined for the period 6 June 2025 to 10 July 2025.

**RESOLVED: noted.**

**P 7945      Registered Planning Applications**

Planning Applications received from Reigate & Banstead Borough Council for the period 6 June 2025 to 10 July 2025.

**RESOLVED: that the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.**

**P 7946      Planning Appeals**

It was reported that the appeals against refusal of planning applications **25/0083/ADV** and **25/00084/ADV** for double sided free standing digital information and advertising display units on highways land by Fonehouse and Mayhews, Victoria Road and outside Jack Fairman Pub, Victoria Road, were dismissed.

**RESOLVED: noted.**

**P 7947      Ongoing Planning Matters**

No matters were raised.

**RESOLVED: noted.**

**Highways and Transport Matters**

**P 7948      Traffic Calming at Lee Street, Horley Row and Mill Lane**

The letter from the Town Council to Surrey Highways, requesting implementation of traffic calming at Lee Street, Horley Row and Mill Lane, following submission of a residents' petition (managed by Cllr Steve Wootton), was ratified. A response had not been received to the letter, however a notice was posted on the SCC website and on social media, noting the petition and current concerns. It revealed that traffic survey data showed general compliance with the current 30mph speed limit and there were no plans to install any new engineering measures. The Police will be contacted regarding prioritising focused traffic speed enforcement. Cllr Wotton advised he will respond to residents with the outcome and consider a local speed watch.

**RESOLVED: that the letter from the Town Council to Surrey Highways, requesting implementation of traffic calming at Lee Street, Horley Row and Mill Lane, following submission of a residents' petition, be ratified with a copy appended to the signed minutes.**

**P 7949      Westvale Park / Meath Green Lane Crossing**

**RESOLVED: that the letter from the Town Council to Surrey Highways, recommending changing traffic priorities at the junction of Meath Green Lane and Webber Street/Hoadley Road, be ratified.**

**P 7950      Proposal for 20mph Speed Limit Zones**

Cllr Saunders presented his suggestions for 20mph speed limit zones in the town centre. He proposed that the main trunk roads should remain as their current limit and other roads, particularly by schools and residential areas, be reduced to 20mph. Cllr Blacker said he opposed 20mph speed limits apart from outside schools and on the High Street. He suggested that flashing lights and speeding fines were a more effective option. It was recommended to liaise with SCC regarding the process for recommendations and suggest rolling out the process on a ward-by-ward basis.

**Members of the Planning and Development Committee:**

**Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Mearing, Saunders, Turner, Wotton**

- P 7950)** It was further suggested to liaise with the bus company regarding the possible effect to its scheduling. Additionally, the RBBC Delivering Change team are planning to implement 20mph speed limits on Consort Way, Consort Way East, High Street, Albert Road, Lumley Road, Yattendon Road, Oakwood Road and St Hildas Close. It was noted that the public notice has been received from Surrey Highways.

**RESOLVED:** *that the Town Council contacts SCC to enquire about the process to request 20mph speed limit zones in the town, and an update be provided at a future Committee meeting.*

**P 7951 Inconsiderate Parking for School Access at The Meadway, Wheatfield Way Roundabout and Langshott Lane**

Following complaints received from residents and the matter being followed up by Cllr Baird, the issue had been logged on the SCC Highways website. An email was later received from the Surrey Parking Enforcement team, confirming that the school is on its list of priority schools for enforcement and will have at least one visit by a Highways Officer, every three weeks. Cllr Saunders suggested contacting the Head of Langshott School to recommend they ask parents to park legally, however the school is not responsible and have no powers in this regard.

**RESOLVED:** *noted.*

**P 7952 Other Highways Matters**

**Meath Green Lane Pelican Crossing:** The request by Cllr Wotton to Surrey Highways for the introduction of a pelican crossing on Meath Green Lane, outside Meath Green Junior School had been rejected. This was due to other traffic calming measures being implemented, including general compliance with the 20mph speed limit and effective operation of a School Crossing Patrol. A long-term solution will be reviewed once further funding becomes available.

**RESOLVED:** *noted.*

**Airport Matters**

**P 7953 Gatwick Airport Development Consent Order (DCO) Examination**

Following the GATCOM Steering Group Meeting, Cllr George reported that there were concerns on whether local transport providers could meet demand with the proposed increase in travellers to the airport. The final decision date is 27 October 2025.

**RESOLVED:** *noted.*

**P 7954 GATCOM**

Cllr George reported that the next meeting will take place later this month.

**RESOLVED:** *noted.*

**P 7955 Other Airport Matters**

There were no other airport matters to report.

**RESOLVED:** *noted.*

**P 7956 SCC/RBBC Delivering Change Regeneration Projects – Horley Town Centre**

The Planning and Support Officer gave the following updates:

- **High Street Public Realm:** TROs have been issued for the one-way traffic changes and 20mph zones in the town centre.

- P 7956)** ➤ **Horley Local History Society (HLHS):** The society had approached the Town Council with a proposal for six freestanding information boards, in memory of the late Brian Buss, to be installed in and around the town to promote local history and heritage. The Society will be meeting with the Delivering Change team in August to discuss practicalities.
- **Horley Community Centre Refurbishment Proposals:** Drop-in sessions have been arranged for 22 July and 26 July 2025 at the Community Centre to view the proposed designs, which are also available online. Additionally, a briefing for Town Councillors will be held before the next Full Council Meeting on 29 July, to present the proposed designs.

**RESOLVED: noted.**

**P 7957 Horley Sewage Treatment Works**

Cllr Wotton reported that Thames Water had sent a copy of its letter to Chris Coghlan MP advising that temporary works to alleviate the immediate issues at the site, will be completed by the end of July. A walk-around tour has been arranged for 29 August 2025, to view the works being carried out. The scheme along with new requirements required through the Water Industry National Environment Programme (WINEP) to increase capacity, will reportedly take time to deliver during current 5-year investment period (2025-2030). This is Phase 1 of the required works.

**RESOLVED: noted.**

**P 7958 LDF Confirmation of [Article 4 direction](#) in town and local centres by Reigate & Banstead Borough Council (RBBC)**

It was noted that RBBC had confirmed an Article 4 direction to remove permitted development rights, to convert ground floor commercial units in the borough's town and local centres, to residential properties. The Article 4 direction will come into force on 13 February 2026.

**RESOLVED: noted.**

**P 7959 Communications Received**

From	Subject	Date	Action
RBBC	Slow Charger Lamp Columns EV chargepoint Installation in Darenth Way	12 June 2025	Noted
SCC	Proposed Diversion of Public Footpath 392 from Network Rail Infrastructure Ltd	12 June 2025	Noted
SCC	Closure of Sangers Drive footpath for reconstruction for two weeks from 28 July	8 July 2025	Noted

**RESOLVED: noted.**

**P 7960 Diary Dates**

- Tuesday 29 July 2025, 7.30pm – Full Council, preceded by a presentation on the Horley Community Hall Redesign Proposals at 6.30pm.

**RESOLVED: noted.**

**P 7961 Press Release**

**RESOLVED: that comments on the Planning Applications be released to the press and placed on the Town Council website.**

Meeting closed at 8.54pm

Date of next meeting: 19 August 2025

Members of the Planning and Development Committee:

Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Mearing, Saunders, Turner, Wotton

# **HORLEY TOWN COUNCIL**

## **Minutes of a Meeting of the Planning and Development Committee held on 10 June 2025 at 7.30pm**



**Present**      Cllrs    Michael Blacker                      Mike George                      Tom Turner  
                         Victoria Chester\*                      Jerry Hudson                      Steve Wotton  
                         Lynnette Easterbrook                      Cec Hughes  
                         Emma Fagan\*                      Martin Saunders

**\* Absent**

**\*\*In Attendance**

**Remotely**

**Also Present**                      Sam Mearing  
                         Sophie Mandak (Administrative Officer)  
                         Joanna Stay (Planning and Support Officer)

### **P 7924      Apologies and Reasons for Absence**

***RESOLVED: that the apologies received from Cllr Fagan, be accepted. Cllr Chester was absent.***

### **P 7925      Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Hughes declared a non-pecuniary interest in planning application [25/00417/F](#) - Land at Blundell Barn, Horley Row, Horley, Surrey RH6 8DF due to the proximity to her home.

It was declared that as Cllrs Blacker and Hudson are members of the Reigate and Banstead Borough Council Planning Committee, the views expressed by them at the meeting may change.

***RESOLVED: noted.***

### **P 7926      Approval of Minutes**

Planning and Development Committee held on 13 May 2025.

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

### **P 7927      Planning Updates**

None were declared.

***RESOLVED: noted.***

### **P 7928      Determined Planning Applications**

Members reviewed the list of Planning Applications determined for the period 9 May 2025 to 5 June 2025.

***RESOLVED: noted.***

**Members of the Planning and Development Committee:**

**Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Saunders, Turner, Wotton**

**P 7929 Registered Planning Applications**

Planning Applications received from Reigate & Banstead Borough Council for the period 9 May 2025 to 5 June 2025.

**RESOLVED: that the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.**

**P 7930 Planning Appeals**

It was reported that an appeal has been lodged against the refusal of planning application [23/01763/CU/AP 21 Haroldslea Close, Horley, Surrey RH6 9DZ](#) | Change of use of the outbuilding/garage to short term lets independent of the use of the main dwelling.

**RESOLVED: noted.**

**P 7931 Ongoing Planning Matters**

No matters were raised.

**RESOLVED: noted.**

**Highways and Transport Matters**

**P 7932 Westvale Park / Meath Green Lane Crossing**

Members discussed the priorities at the junction of Meath Green Lane and Webber Street/Hoadley Road. Currently only buses can cross east to west. The junction is designed to prevent traffic from turning left or right travelling in any direction, however some car drivers are making illegal manoeuvres in Meath Green Lane to get around this restriction. It was agreed to write a letter to Surrey Highways to recommend that priority is given to the traffic crossing Meath Green Lane from Webber Street and Hoadley Road over traffic using Meath Green Lane and installing give way signs on Meath Green Lane.

**RESOLVED: that a letter from the Town Council to Surrey Highways be sent, recommending changing traffic priorities at the junction of Meath Green Lane and Webber Street/Hoadley Road and ratified at the next Committee meeting.**

**P 7933 Traffic Calming at Lee Street, Horley Row and Mill Lane**

Members approved the letter from HTC to Surrey Highways, recommending traffic calming measures at Lee Street, Horley Row and Mill Lane. SCC have confirmed receipt of the petitions for traffic calming at Lee Street which will be considered at the formal Cabinet Member Decisions meeting on 24 June 2025. Cllr Wooton will be attending this meeting.

**RESOLVED: that the letter from the Town Council to Surrey Highways, requesting implementation of traffic calming at Lee Street, Horley Row and Mill Lane, following submission of a residents' petition, be ratified with a copy appended to the signed minutes.**

**P 7934 Any Other Highways Matters**

Members discussed recommendations of a 20mph speed limit zone being implemented in certain areas in the town. It was suggested to put forward a recommendation to Surrey Highways, for consideration at the next Committee meeting.

**RESOLVED: noted.**

**Members of the Planning and Development Committee:**

**Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Saunders, Turner, Wotton**

**P 7935      Communications Received**

<b>From</b>	<b>Subject</b>	<b>Date</b>	<b>Action</b>
A resident	FP411 Westvale	8 June 2025	HTC was copied in an email regarding overgrown footpath FP411 in Westvale. This was logged with Surrey Rights of Way and it has been confirmed that the local volunteering group will be clearing the footpath on 16 June 2025.

***RESOLVED: noted.***

**P 7936      Diary Dates**

- Tuesday 17 June 2025, 7.30pm – Full Council (AGAR)
- Tuesday 24 June 2025, 6.00pm – HTMG Meeting (remote)
- Thursday 26 June 2025, 6.30pm – LGR Devolution Training for HTC
- Tuesday 1 July 2025, 7.30pm – Leisure Meeting
- Wednesday 2 July 2025, 7.30pm – SALC Councillor Forum (remote)
- Tuesday 8 July 2025, 6.30pm – Communication Working Group (remote)

***RESOLVED: noted.***

**P 7937      Press Release**

***RESOLVED: that comments on the Planning Applications be released to the press and placed on the Town Council website.***

**Meeting closed at 8.22pm**

**Date of next meeting: 15 July 2025**

[illegible]



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1 August 2025

Dear Sir / Madam

## **Government Consultation: Devolution and Local Government Reorganisation (LGR) Proposals for a Two-Unitary or Three-Unitary Model for Surrey**

Horley Town Council welcomes the opportunity to comment on this important stakeholder consultation as a first-tier local government authority, situated in the southern part of the Reigate and Banstead borough in Surrey and serving the people of Horley.

We have carefully considered the outline proposals submitted by the principal authorities, in both cases, for a new unitary authority structure in Surrey and we have the following comments to make from our detailed review and observations:

### **1. TWO-UNITARY MODEL FOR SURREY:**

**We oppose the proposal for a Two-Unitary Model** due to the county's vast size, the potential for increased economic disparities and the negative impact on local democracy. We believe that such a model would offer limited real benefits, as it would create areas that are fundamentally too large and remote from residents. This could hinder meaningful community engagement and compromise the effectiveness of local service delivery.

We are also concerned about the risk of uneven distribution of resources and economic opportunities across the two proposed areas, potentially leading to marginalisation of certain parts, exacerbating existing inequalities and creating further challenges for inclusive and balanced regional development, as summarised below:

#### **➤ Economic Disparities and Impact on Local Democracy**

We believe that establishing two large unitary authorities in Surrey would inevitably lead to a significant disconnect between local government and the communities they serve. This typical structure risks undermining local accountability and responsiveness, making it harder for residents to be heard. It raises deep concerns about the uneven distribution of resources and economic opportunities across the county, potentially exacerbating existing inequalities and disadvantaging certain areas.

The model further raises serious issues about the uneven distribution of resources and economic opportunities across Surrey. A two-unitary structure could entrench existing inequalities with some areas benefitting more than others, depending on where boundaries are drawn and how services are managed. This could lead to long-term disparities in investment, infrastructure, and access to essential services.



➤ **Impact on Local Identity and Services:**

While we recognise the intention to streamline governance and all the positives, we believe that dividing such a large and diverse county into two expansive unitary authorities would ultimately be detrimental to residents, communities and local democracy. The sheer scale of these proposed authorities would likely result in significant disconnection from the communities. Furthermore, large centralised units are less able to reflect and respond to the unique needs of local areas, creating a democratic deficit and reducing accountability. Therefore, residents may feel increasingly removed from decision-makers, through weakening public trust and engagement.

The creation of large unitary authorities also risks eroding local identity. Surrey is made up of many distinct towns, villages, and neighbourhoods, each with its own character and typical needs. A more centralised approach would make it harder to tailor services effectively, potentially overlooking the priorities of smaller or more rural communities in favour of broader, less responsive policies. A model that distances governance from the people it serves is unlikely to deliver these outcomes and is therefore counter-productive, by creating additional barriers to effective service delivery and further weakening the connection between residents and decision-makers.

➤ **Impact on Financial Stability**

While reportedly, supporters of the two-unitary model claim it would enhance financial stability, we remain unconvinced. The current financial challenges facing some of Surrey's principal authorities have not been adequately addressed or explained within the context of this proposed restructuring. We therefore must question the fairness and logic behind merging financially stable, debt-free councils with others that are carrying significant financial burdens?

It also remains unclear to us why residents in well-managed areas should be expected to shoulder the consequences of financial mismanagement elsewhere. This raises fundamental concerns about accountability, transparency and the equitable treatment of local taxpayers. Furthermore, there has been no clear commitment from central government to provide sufficient transitional funding or to support the levelling of financial disparities between certain areas.

➤ **A Misalignment of Functional Geography: Why Elmbridge Does Not Belong in an East Surrey Council**

The inclusion of Elmbridge in a reorganisation model aligned with East Surrey would ignore the clear transport, economic and social realities that distinguish it from the eastern districts. For the model to reflect functional geographies and strategic coherence, Elmbridge should be grouped with authorities in western Surrey or Greater London-adjacent areas, rather than with councils whose outlook is fundamentally oriented toward eastern Surrey, Sussex, and south London.

## **2. THREE-UNITARY MODEL:**

**We fully support the proposal for a Three-Unitary Model** as part of the Local Government Reorganisation in Surrey. We are firmly of the view that this model offers a more effective, balanced and future-proof approach to local governance, accountability and is one that is capable of addressing the county's operational and economic challenges while preserving strong democratic values.

By establishing three smaller, more locally connected unitary authorities, this proposal ensures that decision-making remains closer to local communities. It further enhances democratic accountability, strengthens civic engagement and enables more responsive service delivery, tailored to the specific needs of each locality. Crucially, the three-unitary model acknowledges the geographical, economic and cultural diversity that exists across Surrey. Rather than adopting a 'one-size-fits-all' approach, it creates space for more representative, community-focused governance. This structure fosters a stronger connection between residents and their elected representatives, helping to maintain local identity and ensure that every voice matters and can be heard in the policy-making process.

In contrast to the two-unitary model, which risks creating overly large and remote authorities, the three-unitary option places local identity and community voice at the heart of decision-making. It provides a more equitable platform for balanced development and more effective resource distribution across the county.

We believe that by adopting this model will result in a more inclusive, sustainable, and efficient system of local government and one that better serves the interests of Surrey's diverse communities both now and into the future, as we will expand on further below:

➤ **Stronger Local Identity and Representation**

Surrey is home to a rich tapestry of distinct towns, parishes, and communities, each with its own identity, priorities and challenges. A three-unitary model would help preserve and enhance the ability of local authorities to reflect and respond to these differences. By reducing the scale of governance, this model allows for more community-led decision-making and the development of services and policies that are genuinely tailored to local needs.

This decentralised approach is essential for maintaining public trust, strengthening civic engagement and ensuring that governance remains rooted in the communities it serves. Local residents are more likely to participate in and support decisions made by councils that understand their context, concerns and aspirations for the future. In this way, the three-unitary model supports not only operational effectiveness but also the long-term resilience of local democracy.

➤ **Enhanced Democratic Accountability**

By keeping governance closer to the people, the three-unitary model promotes greater transparency and accountability. Smaller, more locally focused unitary authorities are inherently more accessible to residents, allowing for stronger, more responsive relationships between elected Members and the communities they represent. This, in turn, fosters trust and encourages active civic participation, ensuring that local voices are genuinely listened to and reflected in policy decisions.

In contrast to a centralised, county-wide system, where representation risks becoming diluted and decision-making distant, the three-unitary structure enables a more meaningful form of local democracy. It empowers communities to shape their own futures through direct, representative governance that understands and respects their unique needs and identities.

➤ **Financial Sustainability and Resilience**

We are confident that the three-unitary approach represents a more financially sound and sustainable option for Surrey. This model offers a structure capable of delivering operational efficiencies and greater financial resilience, without exposing residents to the significant levels of debt experienced by some existing councils within the county.

By creating three independent, collaborative authorities, this approach allows for prudent financial management at a more local level. It enables each unitary to tailor its spending, investment and service delivery strategies according to its own fiscal position and community priorities. In doing so, the model helps to safeguard vital public services and supports the long-term financial stability of each authority.

Additionally, a multi-authority structure reduces systemic risk. Rather than consolidating financial vulnerabilities under a dual entity, this model can better mitigate risk and ensure that issues in one area do not jeopardise the financial health of the entire county. In this way, the three-unitary model promotes a more balanced, resilient and fiscally responsible system of local governance.

#### ➤ **Service Delivery and Innovation**

We believe that smaller, more focused unitary authorities are also better positioned to innovate and adapt to the specific needs of their communities. Whether in relation to housing, planning, environmental services, or community health, authorities that are closer to the people they serve, can respond more swiftly and appropriately to emerging challenges and opportunities.

A close-proximity arrangement enables local councils to pilot targeted solutions, engage more effectively with community stakeholders and other partners as well as co-produce services that are both efficient and effective. It is proven that local knowledge, combined with flexibility in service design and delivery, fosters innovation and supports the development of approaches that truly reflect community needs and aspirations. The three-unitary model creates the space for this kind of responsive, place-based governance that a larger, more centralised structure simply cannot replicate.

### **3. LOCAL GOVERNMENT REFORM AND DEVOLUTION:**

Through the lens of local government reform, we embrace the principles of devolution for lower-tier authorities, such as town and parish councils, as a framework for guiding the fair, effective, and locally responsive transfer of powers, responsibilities, assets and services from principal authorities.

At Horley Town Council, we have first-hand experience of this process and a strong, proven track record in successfully taking on additional responsibilities through devolved services agreements. Our approach is underpinned by effective collaboration with our principal authority across a wide range of local issues, including the transfer and management of key assets and services. This partnership model demonstrates how devolution, when applied constructively and cooperatively, can deliver tangible benefits for communities and enhance the effectiveness of local governance.

We believe devolution is of fundamental importance to effective, responsive and community-led governance. By devolving assets and services, principal authorities empower local councils to make decisions that reflect the unique needs and priorities of their communities. This localised control not only strengthens civic engagement but also fosters innovation and improves service delivery by placing responsibility closer to the people it directly affects.

When principal authorities and lower-tier councils work in partnership, they can ensure more efficient use of resources, reduce duplication and develop locally tailored solutions that are often more cost-effective. Devolved governance also enhances accountability, as residents are more likely to engage with and trust decision-makers who are rooted in their communities. It is a practical and essential step toward more democratic, inclusive and resilient public service delivery and well as enabling long-term planning for sustainable community development.

#### 4. CONCLUSION:

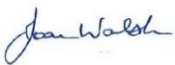
In summary, Horley Town Council is confident that the three-unitary model represents a more democratic, locally responsive and financially responsible vision for Surrey's future. It aligns with the principles of good governance and provides a platform for long-term success across the county.

From our own observations, we note that, overall, the proposed two-unitary model is facing strong opposition due to concerns about its potential negative impact on local democracy, community economic equity and financial sustainability.

In our view, any restructuring of local government in Surrey must prioritise community cohesion, equitable service delivery and strong democratic representation and we are confident this may be suitably achieved through the three-unitary model. It further offers Surrey a governance structure that is more responsive, accountable and financially sustainable. By preserving local identities and bringing decision-making closer to residents, it strengthens democracy and community engagement. This approach better reflects the diverse needs of Surrey's towns and villages while providing a resilient framework to address economic and operational challenges. We firmly believe that adopting the three-unitary model will deliver more effective, equitable, and sustainable local government for Surrey now and into the future. The unique potential of devolution should be harnessed to unlock further opportunities during this significant period of change in local government administration and public service delivery.

We trust that our detailed comments will be taken on board and given due consideration. We welcome continued stakeholder engagement on this important matter, through the MHCLG and our principal authorities and would be pleased to participate further as the reorganisation of Surrey progresses and up until final implementation.

Yours faithfully



**Joan Walsh**  
**Chief Executive Officer**  
**Horley Town Council**

cc:

Chris Coghlan MP

Cllr Richard Biggs – Leader, Reigate & Banstead Borough Council

Mari Roberts Wood – Chief Executive, Reigate & Banstead Borough Council

County, Town and Borough Cllrs for Horley





## **End of Grant Report to Horley Town Council**

**Grant Award: £1,000 for Warehouse Racking and Storage**

**Date prepared: 3rd July 2025**

We are writing to thank Horley Town Council for the generous grant of £1,000 awarded to Stripey Stork in July 2024. This funding played a vital role in helping us fit out our newly acquired warehouse space next door to our existing unit, enabling us to respond to growing local need with improved efficiency and safety.

### Background

In 2024, a unique opportunity arose to take on the unit adjacent to our existing premises. This expansion allowed us to create a dedicated workshop and storage space freeing up vital room in our main unit for sorting, packing and welcoming our volunteers. It was an opportunity we couldn't ignore, and one that has had a significant positive impact on our operations.

We documented this journey in a blog post, which includes thanks to everyone who helped make it happen - including Horley Town Council. You can read more here:

[Celebrating our new workshop – Stripey Stork Blog](#)



## How the grant was used

The £1,000 grant from Horley Town Council was spent on:

- Racking systems: £724.14
- Heavy-duty storage boxes: £284.70

These purchases were essential to getting the new unit operational. The racking allowed us to safely store items at height, making the most of the vertical space, while the boxes helped us to organise items by size and type thus greatly improving our workflow.



Rapid 2 Medium Duty Shelving with Chipboard Shelves, Height: 1980 mm, Type of shelf: Solid, Width: 915 mm

A370608 £119.25 / unit x1 **£119.25**



Rapid Folding Shelving, Max. load per shelf: 100 kg, Height: 1050 mm, Number of shelves: 3

A365837 £87.25 / unit x3 **£261.75**

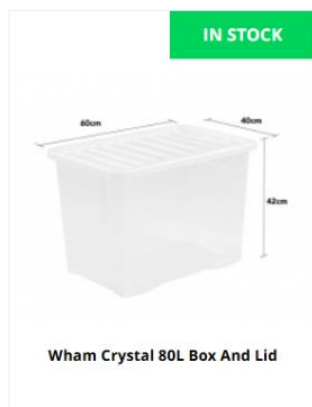


Rapid 2 Medium Duty Shelving with Chipboard Shelves, Height: 1980 mm, Type of shelf: Solid, Width: 1220 mm

A370520 £144.75 / unit x2 **£289.50**

Order Subtotal:: £670.50  
Discount:: £-67.05  
Delivery:: £0.00  
VAT:: £120.69  
**Total incl. VAT:: £724.14**

Payment method :Credit card



£6.49 per box x 30 boxes £194.70

	<b>Keter Store It Out Midi Beige &amp; brown 880L Garden storage box 1135mm 1320mm</b> Product code : 7290112634276	1	<b>£90.00</b>
<b>Basket subtotal</b>			<b>£90.00</b>



### Impact on service delivery

Since opening the new warehouse space, we've seen an increase in our ability to meet rising demand for our service. The additional space and the organised layout have enabled us to process and fulfil more referrals and welcome more volunteers.

The improvements funded by this grant have had a direct and meaningful impact on the families we support, many of whom live in Horley.

Since September 1<sup>st</sup>, 2024 we have supported **393 children** from **258 families** with a Horley postcode

They were referred by **16 different referral partners** from 10 different schools and agencies.

The value of goods distributed was **£27,457** saving families money and reusing valuable items/keeping them out of landfill.

### Promotion and recognition

We made sure to publicly thank Horley Town Council for your support and have promoted the grant through our communication channels:

<https://www.facebook.com/share/1DJQ2dBZD8/?mibextid=wwXlfr>

<https://stripeystork.org.uk/celebrating-our-new-workshop/>

<https://www.horleysurrey-tc.gov.uk/Council%20Grants>

In May this year, we held an opening event to celebrate the new site. We were delighted to welcome the Mayor of Horley, who joined us for a tour and saw first-hand how the racking and storage have transformed our capacity. Her visit meant a great deal to our team and volunteers, especially volunteer Jane who enjoyed showing her around.



We are grateful to Horley Town Council for supporting this project. Your funding has enabled us to make real, lasting improvements to our infrastructure - improvements that have strengthened our ability to support Horley families in need.

We look forward to continuing our work in the local community.

With sincere thanks,

A handwritten signature in blue ink, appearing to read 'Nicola Dawes', is displayed on a light blue rectangular background.

Nicola Dawes DL  
Chief Executive, Stripey Stork  
[nicola@stripeystork.org.uk](mailto:nicola@stripeystork.org.uk)



# Help shape a better community centre for Horley

We're modernising Horley Community Centre and you can find out more about the progress and shape future designs.

Drop in to the exhibition and share your views at Horley Community Centre, Albert Road, Horley, RH6 7JA on:

- Tuesday 22 July, 2pm to 7pm
- Saturday 26 July, 10am to 2pm

You can also view the exhibition and complete a short survey online at:

**[reigate-banstead.gov.uk/HCC-modernisation](https://reigate-banstead.gov.uk/HCC-modernisation)**

Request a paper copy of the survey or email your comments:

**[communitypartnerships@reigate-banstead.gov.uk](mailto:communitypartnerships@reigate-banstead.gov.uk)**

Have your say by Sunday 10 August 2025 and you could win one of two £25 shopping vouchers\*

**Horley**  
Community  
Centre

Chance  
to win a £25  
shopping  
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\*See terms and conditions online

**Reigate & Banstead**  
**Borough Council**  
Banstead | Horley | Redhill | Reigate



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**Reigate & Banstead**  
Borough Council  
Banstead | Horley | Redhill | Reigate

Q1. Do you know existence of Centre?

Q2. What activities could make Horley Community Centre feel more welcoming to everyone? Please select all that apply. - required

- ☐ Provide more activities for toddlers and young children
- ☐ Provide more activities for teenagers and young adults
- ☐ Create play areas for toddlers and children
- ☐ Create spaces for teenagers and young adults
- ☐ Create spaces for older people
- ☐ Provide more activities for older people
- ☐ Introduce intergenerational activities that bring together different age groups
- ☐ Regular feedback sessions with different age groups to help shape future activities
- ☐ Expand the food offering of the café
- ☐ Advertising activities from the outside of the building
- ☐ Other (please specify)

Q3. What physical changes to the building would make the centre feel more welcoming? Please select all that apply. - required

- ☐ A more spacious layout
- ☐ An open plan reception to improve visibility
- ☐ Relocating the reception area
- ☐ More seating areas for all ages
- ☐ Being able to see the activities inside the building from outside
- ☐ Create quiet spaces for relaxing and reading
- ☐ Easily accessible for wheelchairs and pushchairs
- ☐ Brighter lighting
- ☐ Reconfigured layout to avoid congestion
- ☐ Improved signage and wayfinding to help find spaces throughout the centre more easily
- ☐ Improved decoration with different colours
- ☐ Add more family-friendly facilities (for example, baby changing, parent rooms)
- ☐ Create more active and noisier spaces

Other (please specify):

Q4. The council is considering changing the layout of the ground floor and first floor to add more activity/meeting rooms, please tell us what you like and dislike about the spaces on each floor?

Q5. Earlier feedback suggested the building needs more flexible spaces that can accommodate a range of different types of activities. What kind of spaces would be most useful to you and the centre's visitors?

Q. The council is considering combining the upstairs café and the downstairs restaurant into one café area on the ground floor. Please tell us what you like and dislike about the current spaces.

Q7. Earlier feedback suggested people would like a coffee shop, snack bar and light lunches as part of the combined cafe offering. Do you agree with this? Please comment with any other suggestions that you would like to see.

- Yes
- No
- Not sure

Q8. How important is it to you that Horley Community Centre offers health and beauty services (such as hairdressers, beauty salon, chiropody, physiotherapy)? Please tick one. - required

- ☐ Very important
- ☐ Somewhat important
- ☐ Not very important
- ☐ Not at all important
- ☐ No opinion -not relevant to me.

Q9. What three words would you use to describe a successful modern community centre?

Q10. Is there anything that you think should be available in Horley town centre that is missing and could potentially be accommodated in Horley Community Centre?

Q1. Please share any other comments, suggestions, or ideas that you feel would benefit the community at Horley Community Centre.

Q12. Personal details ...

[Consultation closes on 10 August 2025](#)

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