

HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at
The Albert Rooms, Albert Road, Horley on Tuesday 14 December 2021 at 7.30 pm.

Present	Cllrs	Hannah Avery	Mike George	Simon Marshall
		Jante Baird	Jerry Hudson	Wayne Philips *
		James Baker	Adrian Kitajewski	David Powell
		Jordan Beech	Helen Kitajewski	Martin Saunders
		Giorgio Buttironi	Robert Marr	Rob Spencer *
		Andy Dye *	Samantha Marshall	Fiona Stimpson *
			(Chairman)	

* Absent

In Attendance

J Morgan (Responsible Financial Officer (RFO))
Helen Maan (Communications & Compliance Officer)

C 5295 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Dye, Philips, Stimpson and Spencer be accepted as well as the apology of the Town Clerk.

C 5296 Disposable Pecuniary Interests and Non-Pecuniary Interests

Cllr Buttironi declared a non-pecuniary interest in item C5316 due to proximity.

C 5297 Ordinary Meeting of the Council, 2 November 2021

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 2 November 2021, including all confidential items, be approved.

C 5298 Full Council Updates

C5275 Horley RBL Remembrance Parade 2021

The Remembrance Parade went well and the service was well attended. A meaningful letter of thanks had been received by HTC for help in supporting the programme and set-up for the commemorative events in the Memorial Gardens and for replacing the damaged Silent Soldier.

C5283 Insurance Claim – Damage to Gate Pillar Horley Recreation Ground

The Insurance claim is still being processed by our insurers and will be followed up in January.

C5284 Community Infrastructure Levy (CIL) – Residents' Survey on Horley Projects

The RFO reported that the results of the Resident's Survey would be considered by the Town Plan Delivery Group which would be meeting in the New Year.

C 5298) C5290 Christmas Hospitality

Due to the rising Covid-19 infection rates locally and the latest Government Guidance, it had been regrettably decided to cancel the event. Members agreed that the refreshments bought from Member's contributions could be donated to the Horley Food Bank through Oakwood School and Cllr Helen Kitajewski would deliver them. A Press Release for the website, newsletter and social media including photos would be issued.

RESOLVED: noted.

Committee Reports

C 5299 Planning & Development Committee, 16 November 2021

RESOLVED: that the minutes of the Planning & Development Committee Meeting held on 16 November 2021, be approved.

C 5300 Chairman's Report

The report had previously been circulated.

RESOLVED: noted.

Borough County Councillor and Other Related Updates

C 5301 HTC/RBBC Liaison Meeting

The meeting had been rescheduled for 31 March 2022. Environment matters, voting rights on the Local Committee, progress on the development of the Town/Business Park and the issue of double taxation would be included on the Agenda. Cllr Beech reported that there would soon be new arrangements in place for how the Local Committees operate. Members were welcome to email the office with any additional agenda items.

RESOLVED: noted.

Horley Residents' Forum

C 5302 Members who had been present at the Resident's Forum reported that it had gone well. A resident gave feedback that they had found that the acoustics were not conducive to hearing all of the details at the back of the hall. Members agreed that proposals for improving amplification be investigated.

Cllrs George and Saunders were thanked for providing informative presentations on Gatwick NRP/DCO & Environmental Activities which were very well received by residents.

Members agreed to defer a decision on the date of the next Residents' Forum to the next Full Council Meeting in March.

RESOLVED: that

i) the RFO investigate the possibilities for providing a microphone at future Resident Forum Meetings.

C 5302) *ii) The decision for the date of the next Residents' Forum be deferred until the next Full Council Meeting on 1st March 2022*

C 5303 Joint Meeting of County, Borough, and Town Councillors

The next meeting will be held on 15 February; notes from the meeting held on 29 October had previously been circulated to all Members. Current topics included the Traffic Survey and Impact Assessment on Bonehurst Road; damaged paving at Victoria Square caused by London Plane tree roots; tree planting initiatives with SCC through the Treescapes Fund. Any other pressing matters for the next joint Agenda should be sent to the Town Clerk for inclusion please.

RESOLVED: noted.

C 5304 Horley Town Council Precept

The RFO presented the draft Budget and Precept for 2022/2023 for Members' consideration. The briefing paper, previously circulated with the draft Budget calculations and Precept information, set out the background, considerations and challenges including the need to rebuild the General Reserve. The detailed budgets had been reviewed at the Finance and Leisure Committees and all Members' comments had been considered in the preparation of the latest draft. Some savings had been made and the Council Budget was slightly reduced. No election contingency had been budgeted for 2022/23 but £30,000 had been budgeted to help build back the General Reserve. Members were presented with a choice of scenarios leading to either a 3% or 4% increase per band D household.

Cllr Simon Marshall proposed and Cllr H Kitajewski seconded that the precept increase be set at 4% to reduce the time it will take to rebuild the General Reserve.

Cllr George proposed, and Cllr Saunders seconded that the precept increase be set at 3% to help residents keep their bills down.

RESOLVED: that a Precept of £ 464,794 be set for the Financial Year 2022/2023, representing £ 43.17 per Band D Household, an annual increase of £1.66 (4% increase), Reigate & Banstead Borough Council to be informed accordingly.

C 5305 Budget Speech

RESOLVED: that the Budget Speech be approved, be released to the press etc, and be placed on the [Town Council website](#).

Internal Audit Matters

C 5306 RESOLVED: to receive and note the Councillors' Audit Certificates for September and October 2021

**C 5307 RESOLVED: to receive and note the recommendations in the Interim Internal Audit Report for the year ending 31 March 2022.
Standing Orders and Financial Regulations**

C 5308 RESOLVED that:

i) The Standing Orders be readopted with no amendments

- C 5308) *ii) That the Financial Regulations be readopted with increased spending limit of £2000 in Reg 4.1*
iii) That the Scheme of Delegation be readopted with minor amendments to match the Standing Orders and the Financial Regulations.

C 5309

HTC Banking Arrangements

RESOLVED that the approval of the use of BACS to make payments be renewed for a further two years.

C 5310

Proposal to use Westvale Academy as a Polling Station

Members commented that

- *This sounds like a good idea*
- *This makes good sense – asking electors to travel down to the Baden Drive Scout Hall is hardly encouraging them to turn out to vote*
- *This proposal can be supported so long as there are no child safeguarding issues with this being a school site.*
- *This option would seem to be relatively short term. Will this room be available once the school is full?*
- *This would be a concern if the school was required to shut for a day to accommodate a polling station. There is enough disruption to children's education as it is with inset days etc.*

RESOLVED: that the above comments be agreed and emailed to the RBBC Electoral Services Team.

C 5311

Proposed Project to widen and redesign Holey Recreation Ground Car Park entrance

Members considered whether they wished to proceed with the proposed project, along with the quotations received, timescales, liaison with the Café operator and how the project would be funded. The RFO said that some funding would come from the insurance claim. Advice had been sought from the RBBC CIL team and considering the results of the recent CIL survey of residents, this would be an acceptable use of CIL funding. It was therefore agreed to progress with the project.

RESOLVED that:

- i) The project to widen and redesign the entrance to the Horley Recreation Ground Car Park be approved*
- ii) the lowest quotation for the work be accepted*
- iii) the project be funded from the insurance claim and then from the local CIL fund*
- iv) the Café operator be kept informed and that the entrance be kept in use during the project*

C 5312

Proposed Traffic Calming Measures – Wheatfield Way, Langshott

Members considered the proposal to install Vehicle Activated Signage along Wheatfield Way to be funded by the Town Council. The SCC Road Safety Manger had presented the Council with four options and had recommended 4x 300mm roundels (just "30" speed limit) at £1,975 plus pre-wiring LCs (£200 each) = £8,700. He added that it was envisaged that two of these smaller VAS would be installed in each direction on existing lamp columns. Cllr Beech spoke in support of the scheme. Cllr George requested that the 'SLOW' line markings be re-instated on to the road and Cllr

C 5312) Beech confirmed that this would form part of the works.

The RFO was able to confirm that this would be an acceptable use of the local CIL fund.

RESOLVED that

- i) The Council approve the project to install four VAS along Wheatfield Way as recommended by the SCC Road Safety Manager; and**
- ii) to approve the use of the local CIL Fund up to an amount not exceeding £9,000 plus VAT**

C 5313 **Proposals for installing Solar Panels and Battery Storage at the Horley Town Council Offices and Edmonds Hall**

The RFO gave the following update. The SCC Your Fund Team, responded to our application stating it has been unsuccessful because it would have a limited impact on the wider community & the project did not receive a great deal of community support. The Council is, however, invited to submit future applications at any time and this is a 5-year rolling fund.

RESOLVED: noted.

C 5314 The HTC Environment Group gave a presentation including outline proposals and breakdown of approximate costs from the quotations received. A Member outlined the cost benefit analysis of installing Solar Panels and added that in his view this was the best way for Horley Town Council to reduce its carbon footprint and achieve the aim of net zero carbon omissions.

Members expressed concern about the Council's current financial constraints and the long payback time.

Cllr Avery proposed and Cllr Buttironi seconded that the proposal be deferred for the present. Cllr Saunders proposed that the scheme be approved but there was no seconder for the proposal.

RESOLVED: that the Council would not proceed with the Solar Panel installation project at present.

C 5315 **'Café In The Park' Project - Horley Recreation Ground**

The RFO gave the following update: -

- A Meeting had been held at the Café with Managing Surveyor, Newlyn, the Council Chairman & Café Working Group together with Officers.
- The only outstanding matter was issue of drainage of surface water from the car park flowing towards the car park after heavy rain or flash floods and this was addressed. Members present agreed to the Council being responsible and organised the regular clearance of debris in the ACO drain channels outside the Café. The situation would be monitored and if deemed necessary by the Council an extra ACO drain could be placed at the top of the footpath at a relatively low cost to HTC.
- HTC will also arrange bi-annual maintenance of the Sump Pump as we do at Innes.
- This completes all outstanding matters, and the Café Pavilion project has now reached its conclusion. The Council has sent a note of thanks to the

- C 5315)** contractors & all parties involved in bringing the project to successful conclusion.
- There are other projects at the park that the Council may wish to consider later such as the installation of a CCTV Tower for which underground cabling is already in place.

Members wished to extend their thanks to the office staff and Members of the Café Working Group for all their hard work on this project.

RESOLVED: noted.

C 5316 **Horley Town Council Grants Scheme**

An application for a grant of £1000 had been received from St Bart's Church as a contribution towards essential tree surgery for which they had a quote of £3318. Members gave the application careful consideration and views both for and against the grant were expressed. Cllr George proposed and Cllr Baker seconded that a reduced grant of £500 be made. Cllr Baird proposed and Cllr H. Kitajewski seconded that the application be rejected and this was agreed.

RESOLVED: that the application be refused.

C 5317 **Environment Matters**

A Member of the Environment Group reported that tree planting was ongoing.

They had been in contact with the RBBC Sustainability Officer and Raven Housing to discuss where more trees could be planted. The Raven Housing Asset Director was keen on tree planting, and it looked hopeful for getting permission from them as the landowner to find areas where more trees could be planted.

Whips had also been ordered for the SCC Treescapes Fund for Tanyard Meadows from and RBBC had confirmed that they were content to take on future maintenance.

The first joint SCC/RBBC Sustainability took place on 4th November.

RESOLVED noted.

C 5318 **Diary Dates**

Christmas Closure of Horley Town Council Offices would be from noon on 23rd December until 10 am on Tuesday 4th January.

RBBC Community Centres briefing prior to Finance Committee on 25 January.

Claire Coutinho MP would be conducting her surgeries remotely for security reasons.

RESOLVED: noted.

C 5319 **Press Release**

RESOLVED: Budget and Gifting to Food Bank

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

Meeting closed at 9:15 pm. Date of next meeting – 1st March 2022