



# HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at  
The Albert Rooms, Albert Road, Horley on Tuesday 7 March 2023 at 7.30 pm

<b>Present</b>	<b>Cllrs</b>	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*
			Samantha Marshall (Chairman)	Fiona Stimpson

**\* Absent**

\*\* Attended the meeting remotely

**In Attendance** J Walsh (Town Clerk)  
J Morgan (Responsible Financial Officer)

*[RBBC Councillor Chester sat in the public forum to observe the meeting].*

**C 5507 Apologies and Reasons for Absence**

**RESOLVED:** *that the apologies of Cllrs Buttironi, A. Kitajewski, H. Kitajewski and Powell be accepted.*

**C 5508 Disposable Pecuniary Interests and Non-Pecuniary Interests**

No declarations were made.

**RESOLVED:** *noted.*

**C 5509 Ordinary Meeting of the Council, 6 December 2022**

**RESOLVED:** *that the minutes of the Ordinary Meeting of the Council held on 6 December 2022, including all confidential items, be approved.*

**C 5510 Full Council Updates**

**FC 4612 – Innes Pavilion Lease:**

The Town Clerk reported that a five-year lease to let the demised area of the Innes Pavilion to the current tenant had been signed by both parties. An annual rent review would be carried out according to the terms of the lease and the next rent review would be due in March 2024.

**RESOLVED:** *noted.*

**Committee Reports**

**C 5511** **RESOLVED:** *that the minutes of the Planning & Development Committee held on 20 December 2022 and 10 January 2023 be received.*

**C 5512** **RESOLVED:** *that the draft minutes of Finance and General Purposes Committee held on*

**17 January 2023 be received.**

**C 5513**      ***RESOLVED: that the draft minutes of Environment Sub Committee held on 17 January 2023 be received.***

**C 5514**      ***RESOLVED: that the draft minutes of Leisure and Amenities Committee held on 24 January 2023 be received.***

**C 5515**      ***RESOLVED: that the draft notes of the Town Plan Working Delivery Group (TPDWG) of the meeting held on 7 February 2023 be received.***

**C 5516**      **Chairman's Report**

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

***RESOLVED: noted.***

**Borough, County Council and Other Updates**

**C 5517**      The Town Clerk gave an update on the SCC/RBBC/HTC Joint Council meeting, held on 27 January 2023, the notes from which had been previously circulated to Members (copy appended).

***RESOLVED: noted.***

**C 5518**      **RBBC/HTC Liaison Meeting**

The Town Clerk gave an update on the RBBC/HTC Liaison Meeting held on 2 February 2023. The forum had been extended to all Borough Councillors representing the Horley wards. Amongst the topics discussed were local community events to mark the King's Coronation; an update on the shortlisted projects by RBBC through the UK Shared Prosperity Fund; an update on the HTC CIL SIP bids and the outcome of the negotiations regarding the Double Taxation Renewal Agreement. The Town Clerk highlighted the good news that RBBC had agreed to renew the Double Taxation Agreement for a further 10 years and HTC expected to receive a draft agreement from the RBBC legal team in September 2023. The notes had been previously circulated to Members (copy appended).

***RESOLVED: noted.***

**C 5519**      **Internal Control Review 2022/23**

***RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk, considering the recommendations of the Finance Committee, be approved.***

**C 5520**      **Risk Assessment and Management Paper 2022/23**

***RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk, after considering the recommendations of the Finance Committee.***

**C 5521 Grant Application from St Bartholomew's Church**

***RESOLVED: To approve grant funding for the financial year 2023/24 of £6750 towards maintenance of the New Churchyard. The decision to be notified by email to St Bart's Church.***

**C 5522 Local Government Elections, 4 May 2023**

The Town Clerk gave the following update. Local Government elections would take place on 4 May 2023. One third of the Borough Council and all Town and Parish Council seats would be up for election. Similar to previous years, Edmonds Hall would be used as a polling station. There had been no changes to the elections timetable due to the King's Coronation. Photographic voter ID would be mandatory and had been well publicised. The count would take place in Redhill as usual. Slides and a recording of the RBBC candidate briefing had been circulated to all Members. Additional information from Surrey ALC had also been circulated.

HTC were in the process of producing an induction pack and the Chairman suggested that Members organise a buddy system to help any new Members.

***RESOLVED: noted.***

**C 5523 Annual Town Public Forum (formerly 'Town Meeting), 19 May 2023**

The Town Clerk gave an update on the arrangements for the forthcoming meeting. The guest speaker will be Dr Becky Bowden, CEO of the Community Foundation for Surrey. County and Borough Members had been invited and all were welcome to attend.

***RESOLVED: noted***

**C 5524 Surrey Community Fund - Horley Edmonds Fund**

The Town Clerk gave an update on the Horley Edmonds Fund's new publicity drive and Fundraising Page set up by the Town Council. It was agreed that the Fund should be promoted on the HTC website, with examples of projects that have received grant funding in the past, and in the ENewsletter to attract more local applications for grant funding. The Leaders group formed a small grants committee with a view to being able to respond to applications for a small amount of grant funding up to £1000 more speedily, with the decision to be ratified by Council at their next meeting.

***RESOLVED: noted***

**C 5525 Council Meetings for the 2023/24 Municipal Year**

The Town Clerk gave an overview of the briefing report on a proposal to disestablish the Finance Committee by merging all financial and general purposes matters with Full Council. This was a follow up from the organisational review which the Council undertook to modernise working practices and reduce the burden of meetings on Members. Great headway had been made with streamlining agendas and avoiding duplication of work across committees. Following some discussion Members agreed that this was a positive way forward and would result in more closely engaging all Members with the financial position of the Council.

A proposal to introduce a Finance Lead Member into the Council organisational structure

with the intention that they would also have a role in the Leaders group was considered and Members were in favour of this appointment.

The list of Sub-Committees, Outside Bodies and Working Groups was reviewed along with the proposed Calendar of Meetings.

**RESOLVED:**

- i) to recommend to Annual Council that the Finance and General Purposes Committee be disestablished by merging all finance and general purposes matters with Full Council**
- ii) to recommend to Annual Council the proposal to introduce a Finance Lead into the Town Council organisational structure who would also have a role as part of the Leaders Group**
- iii) to recommend to Annual Council the list of Sub-Committees, Outside Bodies and Working Groups**
- iv) to recommend to Annual Council the Meetings Calendar for 2023/24**

**C 5526**

**Review of Town Council Policies**

The Town Clerk introduced three draft policies for approval. She highlighted that the CCTV and Code of Practice policy had been updated following ICO recommendations, and that the metal detecting policy was based on a model policy. Any applications to conduct metal detecting on HTC land would be considered on a case-by-case basis against the policy.

**RESOLVED: that the following draft Policies be adopted and published on the HTC website:**

- i) CCTV and Code of Practice**
- ii) Community Engagement Strategy and Action Plan**
- iii) Metal Detecting Protocols**

**C 5527**

**The Coronation of His Majesty King Charles III – 6-8 May 2023**

The Town Clerk gave an update on celebratory events over the bank holiday weekend. She said that in terms of the Council participation, following discussion at the Leisure Committee it was proposed to host a scaled back version of the Platinum Jubilee event to take place in Horley Recreation Ground on 7 May. The Council would contribute to an afternoon tea buffet for up to 100 people to be provided by The Café in the Park, live music, bunting and a tree planting in the Memorial Garden. It was hoped that Members would volunteer on the day and the Council was grateful to HATS for once again providing some gazebos in case of bad weather. and to consider the recommendations of the Leisure Committee on participation by the Town Council.

**RESOLVED: noted**

**C 5528**

**Town Plan Delivery Working Group (TPDWG)**

The TPDWG Chairman gave a brief update on the working group meeting held on 7 February 2023. He said that they prioritised Edmonds Hall, Michael Crescent and small projects. He thanked Members of the group for attending the meeting and for their input.

The Town Clerk expanded on the key projects.

**Proposals for Horley Town Council offices and site expansion**

The Town Clerk outlined the urgent need for expanded office accommodation. The TPDWG were fully supportive of expanding the office and making the building more effective and efficient to address climate change. They reviewed the plans and information supplied by the architect but

felt that more information was needed before they were able to commit to any of the proposed schemes. They understood that a funding application had been submitted to RBBC as part of the SIP CIL programme and they agreed that this would be supported from the Edmonds Hall Earmarked Fund (currently 20K) if the project got the green light. The Town Clerk outlined possible interim measures to address the urgent need if the major extension did not go ahead and the group were supportive of this alternative.

#### **Proposals for redevelopment of Michael Crescent Centenary Park**

Following a presentation from Consultant Alan Jones the TPDWG welcomed and supported the proposal to demolish the derelict building and replace with a grassed area to be funded from the HTC CIL fund. Phase 2 would be to replace the ageing playground.

#### **Proposals for implementing smaller projects identified in the Town Plan 2022-2027**

An action plan for short-, medium- and long-term projects was agreed.

**RESOLVED: noted**

**C 5529**

#### **Town Plan Projects - Michael Crescent Centenary Park**

The Town Clerk sought approval to spend up to £20,000 to demolish the derelict building at Michael Crescent. The Council had four quotes and planned for the demolition to take place in the autumn. A demolition notice would need to be lodged with RBBC and a community engagement strategy put in place.

**RESOLVED: that**

- i) the recommendations of the TPDWG to proceed with Phase 1 of the project to demolish the former derelict scout building in principle, allowing for an amount not exceeding £20k with funding provision from Neighbourhood CIL be agreed; and***
- ii) a meeting of the Communications Working Group be convened to consider a community engagement strategy with residents regarding the project and how the site might be developed in Phase 2.***

**C 5530**

#### **Communications Received**

<b>From</b>	<b>Subject</b>	<b>Action/Comments</b>
Claire Coutinho MP	Letter from young constituent regarding lack of facilities in Horley Recreation Ground (Voter ID requirements)	Council to respond to the MP expressing the view that the Council is proud of what it manages to achieve given the budget and that there is a programme of continual improvement and development. The Council seeks grant funding where it can to supplement the budget. Extend invitation to the young constituent to attend a Leisure meeting to express their views.

**RESOLVED: noted.**

C 5531

**Diary Dates**

Council Meetings: Planning, 14 March

HATS: St Georges Day, 22 April

**RESOLVED: noted.**

C 5532

**Press Release**

Michael Crescent Demolition  
Metal Detecting Policy  
Annual Town Public Forum  
Horley Edmonds Fund

**RESOLVED: noted.**

C 5533

**Confidential Business**

C 5533)

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

C 5534 - 5535

**Confidential Minute Numbers C 5534-5535**

**CONFIDENTIAL**

*The Council Chairman closed the meeting by thanking her fellow Members for their service during the four-year term and wishing them well for the future.*

**Meeting closed at 9:10 pm. Date of next meeting – 16 May 2023 (Annual Meeting)**



# Reigate & Banstead Borough Council and Horley Town Council

## Minutes from the Liaison Meeting

Held in the Executive Room, Town Hall and remotely via Teams  
02 February 2023 at 6.00 pm

Present:

### **Reigate & Banstead Borough Council (RBBC)**

**Councillors:** Mark Brunt (Leader), Tony Schofield, Victoria Chester, Richard Biggs, Christian Stevens

**Officers:** Mari Roberts-Wood (Managing Director) and Max Eggleston-Whyte (Mayoral and Democratic Administrator)

### **Horley Town Council (HTC):**

**Councillors:** Hannah Avery (RBBC Cllr), Jordan Beech, Mike George, Samantha Marshall, Simon Marshall

**Officers:** Judy Morgan, Joan Walsh

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## 1. Apologies for absence

An apology for absence had been received from Frank Etheridge.

## 2. Minutes

The minutes from the meeting held on 16 June 2022 were **AGREED**.

## 3. Discussion items

### 1. King Charles III Coronation

Mari Roberts-Wood explained that protocols for the weekend would follow in the upcoming months, but the general idea was that the Coronation events would be similar to the Queen's Jubilee. It was planned that Saturday 6 May Reigate Town Hall was to be illuminated and a possible fair would take place in Reigate Priory. On Sunday 7 May residents would be encouraged to hold community events and come together to celebrate with street parties. RBBC would process street party applications in the usual way. Information available on the website. Monday 8 May would be the 'Big Help Out' where residents were encouraged to act positively to improve their environment and volunteer to help the community. RBBC was to offer help such as supply equipment (litter pickers, bags etc.) and post information and road closures on RBBC website closer to the time. HTC informed the group that their plan was similar and that there would be possible tree planting as well.

2. **Reigate & Banstead Strategic Infrastructure Programme (SIP) 2023-2027 - To receive any available updates from the CIL Team on the submission of bids made independently by RBBC and HTC.**



The Strategic Infrastructure Programme (SIP) assessment criteria and process was scheduled to be considered by the Overview and Scrutiny Committee on 16 March 2023 and then at the Executive meeting being held on 23 March 2023. The scoring of projects was nearing completion at the time of this meeting and bidders would be notified of the recommendations when they had been finalised and Committee papers circulated. Cllr Biggs stated that the process used had been defined and recorded clearly to speed up the process and make it more streamlined. There were many bids, and due to this it was anticipated there would be some disappointment from those that had not been successful. The bids chosen would greatly benefit residents. It was discussed that due to the high number of bids received, this created a number reserve of projects that the borough could work with, should the money be acquired or if a project selected was unable to be completed, the funds could be transferred to a new project.

**3. HTC/RBBC Double Taxation Agreement (expires 31.3.24) – To receive an update from RBBC on the grant renewal arrangements**

Cllr Schofield stated that the plan for the Double Taxation Agreement would be finalised and be made available to HTC in quarter three. The group was reminded that this was a 10-year agreement, and the Legal team would be consulted once the plan had been drafted. Cllr Brunt expressed that this agreement would benefit both RBBC and HTC, and that he recognised how important it was to HTC.

**4. Proposed Horley Business Park - To receive any available updates following receipt of a recent resident communication, emailed to all Borough and Town Councillors, concerning the stability of the Horley Business Park LLP and continuance of the joint venture**

Cllr Brunt gave an overview of the situation regarding Horley Business Park (HBP), stating that a resident from a neighbouring borough had been emailing various people for updates. It was noted that the legal process was near finalisation regarding HBP and that HTC would be updated in due course.

Mari Roberts-Wood shared with the group that she and Cllr Brunt had been speaking to Leaders and Chief Executive Officers in the other local authorities neighbouring Gatwick and apparently they intended to submit their Development Consent Order, relating to their expansion plans, in April 2023. Mari Roberts-Wood agreed to share the timeline that had previously been shared with her.

**5. Environmental Projects led by RBBC and HTC - To receive any updates and to follow up on an invitation from the HTC Environment Sub-Committee to the RBBC Leader to attend a future meeting concerning the proposed Horley Commercial Hub**

Alan Mills, in the Sustainability Team, continued to keep in touch with Horley Town Council, discussing various sustainability issues including wildflower planting and promoting funding and support for residents and businesses. RBBC was firming up on its proposals for making a number of its buildings more energy efficient and there were longer-term plans for reducing carbon emissions from its fleet of vehicles. RBBC was also talking to Surrey County Council about their plans for the roll-out of on-street and off-street electric vehicle charging infrastructure – SCC should have also been in touch with HTC about this.

HTC intended to plant wildflowers on a few sites, however in some of the originally designated sites this had not been possible, so new sites were being considered that they owned and HTC would revisit other sites later on. HTC were also in discussion with SCC relating to large green verges that they would like to plant trees on, however they had been asked to get surveys undertaken first. Two roads had already been agreed with a Highways Officer.

Cllr Brunt offered to meet HTC in relation to the proposed commercial hub, the next meeting was due to be held in June. Cllr George stated that an option they were investigating was the empty half of the Stapley building next to subway that used to be a charity shop, however they were struggling to find out who owned the premises. Mari Roberts-Wood stated she would ask Maggie Judd to enquire on behalf of HTC.

Cllr George stated that as Chairman of the steering group of funding partners, he would like to have a discussion with Cllr Brunt, Gatwick Greenspaces Partnership (GGP) and the Director of Surrey Wildlife Trust to explain the project and what it stood to aid understanding.

**6. Borough Cleaning Arrangements (Parks & Countryside) - To receive any available information on rolling schedules for cleaning, litter clearance etc in public areas along with minor improvements (eg. filling in potholes in car park at Riverside Garden Park)**

Parks and open spaces were inspected regularly, however, the frequency of collections was based on local knowledge, the time taken for litter bins to reach 75% capacity and footfall (public use). HTC asked how often roads and drains were cleaned as drains blocked and if there was a rota for this. RBBC stated that this was undertaken on demand and through the use of local knowledge of the areas and that sometimes demand was given on short notice.

HTC notified RBBC that Riverside Garden Car Park had many potholes that continuously developed and would need a longer-term solution; this had been brought to RBBC's attention previously. Mari Roberts-Wood agreed to pass this on so that a more permanent solution could be made. She also notified the group that David Chiverton (Cleaving Operations Manager) would be retiring and the new contact information for his replacement would be sent to HTC.

## **7. Dogs Public Space Protection Order (PSPO) - To receive an update on the monitoring of dangerous dogs in public areas and statistics on dog control orders being issued**

Mari Roberts-Wood gave an overview of the last 6 months and stated that any comments or concerns should be made to Hannah Street (Dog Warden). Police had issued two dog control measures in Horley, both were separate incidents. The Dog Warden attended one of the home visits to offer advice and to assess the breed as it was reported under a banned breed, the other dog, whose owner received a Dog Banning Order (DBO), has since had the dog rehomed to a more suitable environment.

The owner of an aggressive dog off lead in the Haroldslea Drive area was spoken to and given advise, the dog had also since been rehomed to a more suitable environment. The dog attack in woodlands off Smallfield Road, the dog owner was issued with a CPN to keep the dog muzzled and on lead when in the RBBC area.

Regular patrolling had taken place in Horley Rec, Horley Town, Riverside and the smaller local parks and open spaces to ensure public safety with dogs and to enforce the Public Space Protection Orders (PSPOs) relating to dog fouling, maximum number of dogs per person (six) and having dogs under control. Hannah had also placed new dog fouling signage around the Acres after multiple reports of fouling; warning letters were also sent to residents where evidence of them not clearing mess up was caught on CCTV.

The PSPOs were due for renewal in 2023 and RBBC had noted a few locations in Horley that would benefit from further restrictions. Patrols were also carried out by Ian Yeo, NSO for Horley.

Mari Roberts-Wood agreed to inform Cllr Samantha Marshall if the rehoming in Haroldslea Drive could be shared with residents. Discussion took place about lowering the maximum number of dogs from six to four per person and dog walkers being licenced. It was stated that the most important thing was having control of the dogs and that in the instances above the owners did not. Mari Roberts-Wood agreed to pass on the feedback to the Dog Warden and ensure that when the control orders were reviewed that HTC were consulted. A change in law/regulations was also likely following recent incidents reported nationally.

## **8. Any Other Business**

Cllr Beech asked if any restrictions would be put in place for “car cruising” as this had increased. Cllr Brunt stated that an incident happened in Redhill which caused the police to issue a dispersal order. There was a discussion on whether the Council was allowed to place dispersal orders of their own. Cllr Beech stated that other councils have borough wide orders that they have issued with support of the police. Mari Roberts-Wood agreed to look into this further with Community Safety colleagues who worked closely with the Neighbourhood Policing Team. This issue would also be discussed with Salfords and Sidlow Parish Council in an upcoming meeting. Cllr Brunt stated that the Community Safety Review was to be considered at the Overview and Scrutiny Committee being held

on 23 February 2023. Alex Maguire (Borough Police Commander), the community safety team/officers, and Chief Executive, Michelle Blunsom, of East Surrey Domestic Abuse Services (ESDAS) would be present.

**9. Date of next meeting - TBC**

The date of the next meeting would be confirmed following elections in May.

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The meeting closed at 19:20 p.m.



## Notes of SCC/RBBC/HTC Joint Council Meeting Held on 27 January 2023, at 4.00 pm

<b>Present:</b>	CLlr Hannah Avery (HA)	RBBC/HTC
	CLlr Jordan Beech (JB)	SCC/HTC
	CLlr Richard Biggs (RB)	RBBC
	CLlr Mike George (MG)	HTC
	CLlr Samantha Marshall (SM)	HTC
	CLlr Andy Lynch (AL)	SCC
<b>In Attendance:</b>	Joan Walsh, Town Clerk (JW)	HTC

### 1. SCC/RBBC/HTC Joint Meeting, 25 November 2022

The notes from the previous meeting were agreed.

#### i) **Matters Arising:**

- **Traffic Calming Measures - Wheatfield Way:** Members were pleased to note that the Vehicle Activated Signs (VAS) had been installed in late January and a note of thanks was passed on to CLlr Beech for following up on the matter until the project had been completed. Financial provision for the traffic calming measure had been funded by HTC through its Community Instructure Levy (CIL) Fund.

### 2. Joint Council Updates from the County, Borough and Town Councils:

#### i) **SCC HEADLINES:**

- **SCC Budget Consultation:** It was reported that the final budget for 2023/24 proposed total funding of £1,101.5m; an increase of £61.4m from 2022/23. In order to achieve a balanced position and to keep running costs down with no cut to front line services, the draft budget had included the following recommendations to Council Tax and the Adult Social Care Precept (subject to approval by SCC Cabinet):

- 0.99% increase in Council Tax
- 2% increase in the Adults Social Care Precept

The draft budget report further illustrated SCC's plans for more investment county-wide over the next five years, along with further allocations for school building, road maintenance and travel improvements along with improved access to vital Council services.

- **SCC Road and Pavements Maintenance:** JB advised that budget constraints would have an impact on the current highways maintenance programme due to the sheer volume of road repairs yet to be scheduled. However, works would be progressing in Horley shortly, including the continuance of Balcombe Road resurfacing and Ringley Avenue (the latter of which follows pavement repairs). MB commented on the importance for temporary patching to be followed up with permanent repairs for longevity and that underground tree roots can often distort and break up man-made structures, causing significant damage to tree-lined roads and pavements.

- AL advised that after the Pavement Audit Committee (PAC) had reported concerns about there being no dropped kerb at the car park entrance on one site at the former Chequers Hotel (renamed Halt & Pull public house), Horley Row, this had been taken forward by SCC Highways and was expected to be programmed in this financial year. As a member of the PAC, MG commented that the group's work in logging these reports, had resulted in a number of quick fixes to pavement repairs required, however a more strategic approach would be necessary to address more major maintenance issues.

#### **RBBC HEADLINES:**

- **Redhill Town Centre Regeneration:** RB reported that the RBBC's landmark leisure and retail development at The Rise, Marketfield Way, Redhill was expected to open in the spring with a multi-screen cinema, bowling alley, arcade, restaurants, bars and other recreational facilities on the ground and first floors. Tesco Express would also be opening a new store within the complex. Parking would be available at the Belfry Centre and open until midnight and there would be accessible public transport with buses running from out of town, including Horley, at concessionary rates. The Borough Council was also in negotiations with a number of national operators and local business for the remaining seven units still available. The Rise also includes 150 apartments which the Council sold to a private housing provider and are expected to be available to rent later in the year.
- **Redhill Station Redevelopment:** RB reported on the outline proposals by Network Rail and the developer consortium for a two high-rise tower blocks of up to 19-storeys high at Princess Way to provide 260 new homes and a redesigned station entrance. The plans were launched in January in the first of two public consultation events as part of investment plans in the town and to meet the affordable housing target.
- **Horley Leisure Centre:** Some resident feedback was shared concerning membership at Horley Leisure Centre in that charges should be comparable with other out-of-town centres, such as Donyngs, Redhill as well as availability and opening times. Some customers had also experienced difficulties in using the online system or making in-person bookings at the centre at certain times. It was agreed that concerns of this nature should be directed to [Horley Leisure Centre](#) directly, in the first instance.
- **Local Government Elections - new Voter ID Requirements:** RB enquired if HTC had been updated on the new legislation under the Elections Act 2022 for voters to present ID at Polling Stations in order to receive a ballot paper. JW confirmed that she had received a full update from the RBBC Electoral Services Manager which had been shared with all Town Councillors and on the [HTC website](#).

#### **HTC HEADLINES:**

- **King's Coronation, 6-8 May 2023:** Information on plans for the event were shared, noting that guidance and protocols from the Surrey Lord Lieutenant's office were awaited. HTC were considering their arrangements on the lines of a 'family picnic/afternoon tea' in Horley Recreation Ground with light refreshments and music provided. Additionally, it was felt fitting to plant a tree to mark the King's Coronation with a small ceremony on the same day, presided by the Town Mayor, Cllr Samantha Marshall. There were also ideas being shared for community participation in the 'Big Help Out' initiative on 8 May and details about local volunteering would be announced when known. Plans by the Borough Council were also in hand and would be shared with HTC at the upcoming liaison between with both councils.

- **SCC Local Area Coordinator:** JW reported that she had an introductory meeting with the new Local Area Coordinator for Horley West and Central wards. HTC would be pleased to provide assistance and support as she settles into her new role, including a communications link to reach a wider audience through social media platforms and community notice boards. She had also been building up her connections locally by visiting various community groups/organisations along with representatives from the Horley Community Partnership. She was available to be of assistance to any resident in these town wards that might benefit from her support with practical help and advice, without the need for lengthy form filling first.
- **Annual Town Public Forum (ATPF):** JW confirmed the date of HTC's ATPF on **Friday, 19 May 2023, from 6.30 pm** at the Town Council offices (Edmonds Hall). This is a public meeting, open to Horley residents to receive reports and information from the Council Chairman, Vice-Chairman and Councillors from the three tier authorities (SCC/RBBC/HTC) along with other community groups and organisations that the Council supports to benefit the local community. It would also include an interactive Q&A session.
- **Horley Town Plan 2022-2027:** JW reported that HTC was progressing with its priorities and smaller projects contained in its five-year Town Plan and enquiries were being pursued for redeveloping Michael Crescent Centenary Park.
- **Westvale Park Allotments:** It was noted that the Borough Council had acknowledged written notification from HTC of its decision not to take on ownership and management of Westvale Park allotments due to ongoing drainage responsibilities post transfer and third party easements on the land. HTC had, however, been managing the two other allotment sites under its control at Church Road and Langshott very effectively after previously entering into legal agreements with the Borough Council under the Small Holdings & Allotments Act and both were fully utilised.

### 3. Reigate & Banstead Strategic CIL SIP Programme 2023-27:

*The following update was received as the bids were being assessed by the RBBC CIL Team to determine the final draft shortlist to be presented to RBBC Executive Committee for approval in March. A high volume of applications were reportedly received, totalling over £100m and £12m was available for allocation. The shortlist of projects from HTC (summarised below) had been shared with Borough Councillors for Horley with the expectation that these would be given support as viable projects:*

1. ***Proposal for Horley Recreation Ground Security and Anti-Crime Infrastructure***
2. ***Proposal for The Albert Rooms (HTC Offices) Expansion and Sustainable Infrastructure***
3. ***Proposal for Michael Crescent Centenary Park Redevelopment***
4. ***Proposal for Church Road and Langshott Allotments Resurfacing: Green Infrastructure Improvements***

RB advised that new legislative requirements under the [UK Subsidy Control Regime](#) introduced on 4 January 2023, required further evaluation of the bids by the RBBC CIL Team. The regime is to empower public authorities and devolved administrations in giving subsidies that are tailored to support local needs and investment; strike the right balance between enabling the benefits derived from financial assistance while limiting negative impacts; and drives economic growth. Once the RBBC CIL Team had completed their analysis and reassessed the bids for compliance, it was anticipated that the projects shortlisted would be presented for approval to the Executive Committee in March. The outcomes for Horley projects would be made known as soon as practicable.

### 4. RBBC New Local Plan – Local Development Scheme (Preparation and Delivery Timetable)

RB advised that an informative public meeting would be held on 1 February 2023 by RBBC together with a Q&A session on the Borough Council's timetable to prepare, consult on and adopt a new Local Plan for

2027 onwards. The Council's existing Local Plan Strategy and Development Management Plan were scheduled to run up until this time. He would forward on the presentation slides from the public meeting to HTC on the condensed programme as the Local Development Scheme provides a detailed timetable and project plan for emerging policy. It further sets out what documents the Council is preparing and when the consultation and examination will take place. MG commented that flood plain issues in Horley should be given careful consideration in relation to new development schemes.

## 5. RBBC 'Delivering Change Scheme' - Horley Subway

A note of thanks to Claire Coutinho MP was recorded by HTC Members for following up on flooding concerns at the subway after heavy rainfall and seeking a long-term solution by Network Rail (NR). RB advised that RBBC's design team had prepared a new drainage design and pumping system which had been agreed by NR and it was anticipated that a contractor would be appointed by the railway company to deliver the new drainage system in the spring of 2023. In the meantime, more work was underway on the slow upline track circuit, as part of the broader signalling system network.

RB added that the next public engagement on the detailed design proposals for the High Street public Realm, Subway and Central Car Park would be launched in February and based on comments and feedback received in the two earlier rounds of community engagement last year. The RBBC Comms Team would circulate the details to HTC to share wider through its communication and social media platforms shortly. JW added that HTC were being kept regularly updated by RBBC Project Managers.

## 6. Any other business

- i) **SCC Member Allocation:** JW made a note of thanks to AL for financial support to HTC towards summer planters at Court Lodge, Horley Row and Lee Street for another year.
- ii) No other matters were raised.

7. **Date of next meeting:** Friday, 24 February 2023, 4pm at the HTC offices (subsequently postponed and meetings to be reconvened in the 2023/24 municipal year).

*RBBC/SCC/HTC Joint Meeting / JW*