

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 25 April 2023 at 7.30 pm

Present	Cllrs	Hannah Avery	Mike George	Samantha Marshall **
		Jante Baird	Jerry Hudson	Simon Marshall (Chairman)
		James Baker*	Helen Kitajewski*	David Powell*
		Jordan Beech	Robert Marr*	Fiona Stimpson

* Absent

**In Attendance Remotely

In Attendance Joan Walsh (Town Clerk)
Helen Maan (Leisure & Facilities Officer)
2 Members of the Public

L 5348 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllr David Powell, Cllr Helen Kitajewski, Cllr James Baker, Cllr Robert Marr, be accepted. Cllr Samantha Marshall was in attendance remotely.

L 5349 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

L 5350 Public Forum

A member of the Horley Pickleball Club was in attendance to ask if the Leisure Committee would be in a position to line-mark a second court at Horley Recreation Ground for pickleball which had been requested previously. The Members acknowledged the popularity of the sport but the Town Council was unable to meet the expenditure at this point in time due to other priorities and financial constraints. It was, however, suggested that if funding could be acquired through an external grant, then the Committee would be minded to support the request. It was therefore agreed that Council Officers would investigate possible community grants available, including the new **SCC Your Councillor Community Fund** for smaller projects.

L 5350 RESOLVED: that Standing Orders be suspended in respect of Item 9 i) concerning the line marking of a second Court at Horley Recreation Ground, for playing pickleball.

L 5351 RESOLVED: that council officers pursue possible grant funding opportunities to cover the cost of line marking a second court for pickleball, including the SCC Your Councillor Community Fund and update the club accordingly.

L5352 Approval of Minutes - Leisure and Amenities Committee, held on 24 January 2023

RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, be approved.

Leisure Updates

L 5353 L 5326 Reported Issues at Parks and Open Spaces (not under the control of HTC):

The Town Clerk advised that a number of issues raised previously by the Leisure Committee had been raised at the recent RBBC/HTC Liaison meeting and the following updates were later received:

- Cllr Avery had taken forward concerns about the rising number of potholes at the Riverside Garden car park. This would be investigated by RBBC and a permanent solution sought.
- Cllr Avery had taken forward the request for public information on arrangements for litter clearance and road sweeping. Litter removal was primarily based on bins being at 75% capacity but would be emptied prior to weekends and RBBC would consider publishing a rolling schedule for public information.
- Cllr Avery had been working with the RBBC cleansing teams to tackle the problem of litter accumulation in some town centre car parks and this had already been progressed at some sites with litter clearance actioned accordingly.
- 'Public Space Protection Orders (PSPOs)' and licensing enforcement for dangerous dogs by commercial dog walkers would be kept under regular review and it was thought that some Horley locations might benefit from tighter restrictions. In the meantime, random patrols were reportedly being carried out by local Neighbourhood Support Officers.

RESOLVED: noted.

L 5354 Horley Churchyards

Cllr George advised that there were no updates as the Churchyards Committee had not convened a meeting recently. The Leisure Officer added that she had attended a meeting with a Church representative and a tree surgeon concerning the issue of trees overhanging from the New Churchyard into the Church Road Allotments. Having provided some assistance, she said the matter had been left with the Church to resolve as it was their responsibility.

RESOLVED: noted.

HTC Grounds Maintenance and Security

L 5355 Progress Meetings with HTC and Grounds Maintenance Contractor

The Leisure Officer reported that 6 weekly meetings had been held which Cllr Simon Marshall had also attended and there were no issues to report.

L 5356 Drainage Measures – Access Pathway, by Playground at Horley Recreation Ground

The Town Clerk reported that, following site visits, the Council had received estimates to install a soakaway as a possible flood alleviation measure. The quotations were in the region of approximately 13k. As there was no guarantee that such works would resolve the drainage issues in the longer term, it was agreed that other options should be pursued, based on expert advice from a drainage specialist and this would be followed up.

RESOLVED: That professional advice be sought from a drainage specialist and survey carried out to determine appropriate drainage solution measures at the access pathway by the Playground at Horley Recreation Ground and a further update be provided at the next Committee meeting.

L 5357 Members' inspections of Recreation Grounds

It was noted that that height barrier at Horley Recreation Ground had signage placed on the structure to show height restrictions for vehicles intending to enter the car park. No other updates on HTC parks and open spaces were received.

RESOLVED: noted.

Community Events in Horley

L 5358 **The Coronation of Their Majesties King Charles III and Queen Consort – Picnic at Horley Recreation Ground, Sunday 7 May 2023**

The Town Clerk updated Members on planned arrangements to celebrate the Coronation with an 'Afternoon Tea' event at the park in association with the Café Operator, The Farmyard Kitchen. This would include a short tree planting ceremony in the Memorial Gardens and plaque unveiling in honour of the new Monarch which would be officiated by the Town Mayor, Cllr Samantha Marshall. She added that Susy Radio would be giving an outdoor broadcast during the event and the Redhill Corps of Drums and band would also be performing. The Town Council would contribute towards the cost of a small buffet for the public. HTC would also be promoting the National **Big Help Out Event** on 7 May through community work by local volunteers. The Committee approved expenditure for the event up to a sum not exceeding £1,200 which would also cover a contribution of £250 to the community radio station and marching band, to be made through the General Power of Competence.

L 5358 ***RESOLVED: that expenditure towards the Coronation Picnic at Horley Recreation Ground, hosted by Horley Town Council, up to a sum not exceeding £1,200 and covered from the 'Community Events Budget', be approved.***

L 5359 ***RESOLVED: that a contribution of £250 from the Town Council to Susy Radio towards their expenses in support of the Coronation Picnic at Horley Recreation Ground, through the General Power of Competence (GPC), be approved.***

L 5360 ***RESOLVED: that a contribution of £250 from the Town Council to the Redhill Corps of Drums and band towards their expenses in support of the Coronation Picnic at Horley Recreation Ground, through the General Power of Competence (GPC), be approved.***

L 5361 ***RESOLVED: that expenditure in the sum of £158 plus VAT towards the purchase of litter-picking equipment for the Big Help Out event by local volunteers in Horley, be approved.***

L 5362 **Horley Carnival**

Cllr Mike George gave an update on the annual Carnival event to be held on Saturday, 17 June 2023. He said that arrangements were being finalised by the committee, including performances by the main acts during the programme.

RESOLVED: noted.

L 5363 **Horley in Bloom (HIB) and Photographic Competition 2023**

Cllr Simon Marshall reported on progress made for the competition so far, including applications received and visits made to some local schools to introduce the competition to a younger audience. The awards evening would be held on 29 September 2023 at Horley Baptist Church and further details would be shared in due course.

RESOLVED: noted.

L 5364 **Other Community Events Update**

The Leisure Officer reported that Extreme Fun had approached the Council to see about the possibility of returning to Court Lodge this summer. Details were yet to be finalised and would be kept updated on the [HTC website](#), along with other upcoming events.

RESOLVED: noted.

Compliance & Regulatory

L 5365 Annual Inspections of Playgrounds and Play Equipment (RoSPA)

The Town Clerk reported that the annual inspection of playgrounds and play equipment (RoSPA) had taken place at all Council sites and playgrounds. The Leisure Officer reported that most of the identified risks had been assessed as low or very low and all necessary repairs were being carried out by the Council's parks contractor.

RESOLVED: That the cost of £290 plus VAT payable to the Play Inspection Company for the annual inspection of playgrounds and play equipment (RoSPA), be ratified.

L 5366 HTC Playgrounds & Grounds Inspections and Repairs

The Leisure Officer reported that the most prevalent issue at Council parks and open spaces was broken glass, the majority of which centred around the skatepark at Horley Recreation Ground and this was being managed by the Council's contractors.

RESOLVED: noted.

L 5367 Allotments in Horley

The Leisure Officer gave a general update on the allotments at Church Road and Langshott and billing arrangements at the latter site. Additionally, the Town Council had been made aware that trespassers, stealing copper at the Network Rail Yard at Langshott, may have accessed the yard from the allotment site but could not be confirmed. No action was required by the Town Council.

RESOLVED: noted.

L 5368 Tree Works

The Leisure Officer provided an informative overview on tree works actioned or due to be carried out. She said that regrettably an oak tree at the back of the Recreation Ground would be felled shortly, after it had been confirmed to be diseased. The Committee requested that this information be made available to the general public and on social media platforms and this would be followed up.

RESOLVED: That the necessity to fell a diseased oak tree at the rear of Horley Recreation Ground, be shared for public information.

L 5369 HTC Three-Year Tree Survey at all sites

The Town Clerk informed the Committee that the full three year Tree Survey at all parks and open spaces was due to be carried out this year. An initial survey to appraise the trees had been conducted by County Tree Surgeons who were writing up their full report. On receipt, a tender would follow to acquire three comparable quotations from tree contractors to carry out the necessary works and a further update would be provided for the Committee in due course.

RESOLVED: that the cost of £1,530 plus VAT payable to County Tree Surgeons to appraise the trees at all Council parks and open spaces as part of the three-year full survey, be ratified.

- L 5370 Wildflower Planting Project (led by the HTC Environment Sub-Committee).**
- The Leisure Officer gave a report of wildflower seed planting on small strips of land at Horley Recreation Ground, the Memorial Gardens and at the Emlyn Meadow bunds, at a total cost of £400 plus VAT. It was noted that the project was progressing well as a very worthwhile environmental and educational initiative.
- L 5371 *RESOLVED: that the cost of wildflower seed planting at Horley Recreation Ground, the Memorial Gardens and Emlyn Meadow bunds, in the sum of £400 plus VAT, be ratified.***
- L 5372 *RESOLVED: that additional expenditure to cover wildflower seed planting on a small strip of land next to the bus gate at 'The Acres', Langshott in a sum up to and not exceeding £250 plus VAT, be ratified.***
- L 5373 General Upkeep of the 'Welcome to Horley' signs (on public land at Lee Street, Bonehurst Road, Smallfield Road, Balcombe Road and Brighton Road/Massetts Road) by Horley Lions Club volunteers**
- The Town Clerk told Members she was pleased to report that all 'Welcome to Horley' signs were being maintained by local community volunteers, after the Horley Lions Club had become involved in the project and for which a letter of authority had been issued by HTC. The group had requested a contribution towards upkeep of the signs and the purchase of bedding plants and this was agreed by the Committee in the sum of £250 plus VAT.
- RESOLVED: that payment of £250 to the Horley Lions Club CIC towards maintenance and upkeep of the 'Welcome to Horley' signs, made through the General Power of Competence (GPC), be approved.***
- L 5374 Outside Bodies**
- In the absence of recent meetings being held, no updates were received.
- RESOLVED: noted.***
- L 5375 Grounds Maintenance Contract Renewal 2024-2027**
- The Town Clerk updated the Committee on progress made for the contract renewal along with the detailed Works Specifications and Requirements for every site and that the programme for procurement was being followed in line with the agreed timetable. She reminded Members that the contract would be offered for 3 years from January 2024 together with an option for two additional years. She said that enquiries had been received, resulting from the early engagement exercise on the government website, Contracts Finder, from various companies interested in tendering. The next step would be to advertise the formal tender in June and issue the pre-qualification questionnaire to determine a shortlist of contractors. A working group would be formed at the next Committee meeting to review the tender responses at a later stage and put forward recommendations for the contract renewal appointment, for approval.
- RESOLVED: that a further progress report on the Grounds Maintenance Contract Renewal 2024-2027, be provided at the next Committee meeting.***
- L 5376 Reigate & Banstead Indoor and Outdoor Sports Facilities Strategy**
- The Town Clerk conveyed the outcomes on sports provision borough-wide, following the study undertaken by external consultations, appointed by the Borough Council, in collaboration with Sports England. The Town Council had participated in the survey,

providing important feedback and had highlighted inaccuracies with existing facilities in Horley (including those under the Town Council’s control) and where there is a clear need for more facilities and had identified where current provision is inadequate. It was also recorded in the study that Horley Leisure centre had been rated highest across the borough as a sports facilities provider. When the results of the study overall were announced, RBBC stated that although the Borough Council could not deliver all of the improvements put forward as some facilities are privately owned clubs or institutions, the Council would continue to support health and wellbeing across the borough through such sports provision and would bear in mind any future investment opportunities. Cllr Beech added that Oakwood School were successful in their grant application towards a 3G pitch through SCC **Your Fund Surrey**, in the sum of 50k.

RESOLVED: noted.

L 5377 Provision of Memorial Bench at Horley Recreation Ground

The Leisure Officer reported that the Town Council had been approached by the family of two long standing County and Borough Members for Horley with a request for a wooden bench with a memorial plaque to be placed in The Queen’s Platinum Jubilee Gardens. Since the request was in line with HTC’s Town Plan objectives to provide more outdoor seating at its parks and open spaces, the Committee supported the recommendation at a cost of £600 plus VAT. It was noted that the family had offered to make a donation towards the cost of the bench.

RESOLVED: that the request for a wooden bench with a memorial plaque to be placed in The Queen’s Platinum Jubilee Gardens, Horley Recreation Ground, in the sum of £600 plus VAT, be approved.

L 5378 Communications Received

FROM	SUBJECT	DATE RECEIVED	ACTION
Resident to Cllr Avery	Proposal to support Blue Campaign (rewilding local areas) by launching a design competition with local schools	13 April 2023	To be considered by HTC at a later date.

RESOLVED: noted.

Diary Dates

- L 5379 Local Government Elections - 4 May 2023**
- Coronation Picnic, Horley Recreation Ground - 7 May 2023**
- Annual Council Meeting - 16 May 2023**
- Annual Town Public Forum - 19 May 2023**

RESOLVED: noted.

The Chairman concluded the meeting with a note of thanks to Members and Officers for their hard work and dedication with the full requirements of the Leisure Committee over the previous administration. The Chairman was similarly thanked for his enormous contribution and level of knowledge and expertise as Leisure Chairman over this time, and for many years previously.

Meeting closed at 20:50 hrs

Date of next Meeting: 4 July 2023