



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 30 January 2024 at 7.30 pm

Present

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

* Absent

In Attendance

J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer) (RFO)
S Adeniji (Assistant Clerk and RFO elect)

Prior to the meeting, a minute's silence was observed in memory of former Horley Town Councillor, James Gibbs, who passed away recently.

C 5721 Apologies and Reasons for Absence

RESOLVED: *that apologies received from Cllr Baker, Cllr Burnham and Cllr George be accepted.*

C 5722 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Fagan declared a non-pecuniary interest on agenda item 12 iii) as she is an employee at Westvale Park Academy.

RESOLVED: *noted.*

Minutes

C 5723 **RESOLVED:** *that the Minutes of the Council Meeting held on [12 December 2023](#), be agreed.*

RESOLVED: *noted.*

Full Council Updates

C 5724 **C5704 Statement on Devolution**

The Town Clerk reported that there has been no further update from SALC regarding the recent government announcement that Surrey County Council is engaging in discussions on a Level 2 County Deal.

C5708 Horley Town Council Precept for the Financial year 2024/25

The Town Clerk reported that a letter from the Town Council, setting out the precept for the financial year 2024/25 has been sent to Reigate and Banstead Borough Council (RBBC) and this was subsequently confirmed by the Group Accountant.

C5716 Climate & Ecology Bill

The Town Clerk reported that the Council's pledge to support for the Climate & Ecology Bill had been confirmed to Zero Hour and shared with Claire Coutinho MP.

RESOLVED: *noted.*

C 5725 Council Chairman's Report

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

RESOLVED: noted.

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

C 5726 SALC BOARD:

Cllr Mike George gave an update as the HTC representative on the SALC Board and reported on the structure of the recent SALC Councillor Forum held on 17 January 2024. He stated that the forum is open to all Councillors and he urged Members to contribute agenda items for future events, through the SALC CEO. He added that SALC is currently reviewing its free legal advice provision as the current provider is indisposed. An interim plan involving using NALC legal services had been put in place.

Additionally, Cllr Saunders suggested that the introduction of Artificial Intelligence (AI) AI tools by Town and Parish councils be raised at a future forum for consideration and this was noted.

RESOLVED: noted.

C 5727

The Town Clerk reported on the recent SALC Clerk Forum held on 16 January 2024. The following items were discussed at the forum along with some presentations:

- Surrey County Council Highways guide for Town and Parish councils along with a new Focus Group to support officers.
- The Surrey Rights of Way & Improvement Plan statutory review is out for consultation (to be considered by the HTC Planning Committee).
- A debrief on the Financial Year End and AGAR by Mulberry & Co.
- An update about new legal requirement on Biodiversity, effective from April this year, on which SALC has arranged a training event in February. This will require councils to consider ways to conserve and enhance biodiversity; agree policies, set objectives and deliver these.
- SALC plans to hold a training event on the Draft Terrorism Protection of Premises Bill (known as Martin's Law) and expected to be passed in Parliament this year) to raise security standards nationwide and base level procedures at community venues.

The next forum for Councillors and Clerks would be held in April.

RESOLVED: noted.

C 5728

NALC Updates:

The Town Clerk reported that NALC had published a new Model Contract of Employment which the Town Council already implemented through its HR consultancy.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5729

SCC/RBBC/HTC Joint Council Meetings 2023/24

The Town Clerk gave a summary of the meeting held virtually on 22 January 2024 where general updates were received from the three tier councils. Post 16 education provision in Horley was also discussed. Cllr Saunders and Cllr Turner gave feedback of the meeting held with the Principal of East Surrey College and the Head of Reigate College, noting

C 5729) inadequate transport links and frequency for out-of-town commuters were key matters of concern. Additionally, Cllr Biggs reported on a previous meeting with Claire Coutinho MP along with the SCC Cabinet Member for the Environment, Chair of Charlwood Parish Council and Town Cllrs Steve Wotton and Keith Barlow which had been convened to reach a satisfactory solution to the issues with the Horley Sewage Treatment Works. (A copy of the minutes of the meeting are appended).

The next SCC/RBBC/HTC Joint Council Meeting will be held on 11 March 2024.

RESOLVED: noted.

RBBC/HTC Liaison Meetings 2023/24

C 5730

The Town Clerk reported that the next RBBC/HTC Liaison meeting would be held on 8 February 2024. The agenda items included the Westvale Park S.106 legal agreement obligations for public facilities; possible investment in Horley through S.106 funding and Horley Subway flood mitigation. Cllr Marshall further enquired if an update could be provided on the RBBC online service 'Introduction to Where I live', for the webpage to be expanded to feature Town Councillors/ward details along with Surrey and Borough Members. The matter would be followed up in order to receive an update at the meeting.

RESOLVED: noted.

C 5731

Cllr Easterbrook reported that she had pleasant introductions with the RBBC Housing Team recently which she found very engaging and informative. She also received a very good overview of how the team operates to support people throughout the borough requiring assistance.

RESOLVED: noted.

Internal Audit Matters

C 5732

Councillor's Audit

RESOLVED: that the Councillors' Audit Certificates for October, November and December 2023, be received.

C5733

The RFO advised that the final Internal Audit for 2023/24 had been booked with Mulberry and Co on 23 May 2024.

RESOLVED: noted.

Financial Matters

C 5734

RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 December 2023, be approved

C 5735

RESOLVED: that completion of the ten-year Double Taxation Agreement for 2024-2034 between Reigate & Banstead Borough Council and Horley Town Council, be noted.

Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)

C 5736

RESOLVED: that receipt of the quarterly HECF Statement for the period 1 October 2023 to 31 December 2023, be noted.

C 5737

HECF Grant Application: Menshare Listening Group

The Town Clerk reported that an application has been received for funding from the Menshare Listening Group, towards a project to provide mental health support to men in Horley through one-to-one sessions and weekend retreats. This application had however later been withdrawn because the project had already been fully funded from other donors.

RESOLVED: that withdrawal of the HECF Grant Application from Menshare Listening Group, due to funding from other donors covering the total project sum requested, be noted.

C 5738

A further discussion amongst Members followed concerning Edmonds Fund applications. It was felt useful if these in general could define the number of people in Horley that would directly benefit from funding support and for this information to be disclosed with the project information at the outset. Additionally, in order to ensure targeted support for Horley, if the foundation could also restrict applications to Horley postcodes. It was also thought that an update on the recent social media promotion 'Leaving a Legacy' to support gifts in wills for community benefit, would also be beneficial. The issues raised by Members would be followed up with CFS by officers accordingly.

RESOLVED: that CFS be asked for clarity on applications to the Horley Edmonds Community Fund (HECF) so as to ensure targeted support for local residents and an update on the social media promotion 'Leaving a Legacy' be further obtained.

C 5739

Members were advised that Westvale Primary Academy intended to make an expression of interest to CFS towards funding for a new School Garden project and had been put in touch with the fund administrators for assistance.

RESOLVED: noted.

Operational Matters

C 5740

Meetings Calendar 2024-25

Members considered the draft schedule of council meetings for 2024-25 which had been previously circulated. Following further suggestions put forward, it was decided to add meeting dates for both the Environment Working Group and Communications Working Group throughout the calendar year. These changes would be made to the schedule for final approval at the next Full Council meeting in March.

RESOLVED: that the revised Meetings Calendar for 2024-25 with the addition of meetings of the Environment Working Group and Communications Working Group, be presented for final approval the next Full Council meeting on 19 March 2024.

C 5741

Annual Town Public Forum (formerly 'Town Meeting')

The Town Clerk advised that the Annual Town Public Forum this year would be held on Friday, 17 May, from 7.00pm (with some light refreshments beforehand at 6.30 pm). Some suggestions had been put forward for a guest speaker on current topics of interest which would be followed up and details confirmed when known along with arrangements to publicise the event.

RESOLVED: noted.

C 5742 **RESOLVED: that receipt of the latest quarterly CIL Report from Reigate & Banstead Borough Council, for the period 16/09/23-15/12/23, be noted.**

C 5743 **'Café In the Park' tenancy – Horley Recreation Ground**

RESOLVED: That the decision of the Town Council to grant a temporary change to Café opening hours until Easter (ie. one hour later opening at 9.00 am and full closure on alternative Mondays) at the tenant's request, be ratified.

Outside Bodies

C 5744 **Horley Community Partnership**

Cllr George advised that the next meeting of the Horley Community Partnership would be held on 5 March 2024.

RESOLVED: noted.

C 5745 **Royal British Legion**

Cllr Marshall advised that the next meeting of the Horley Branch of the Royal British Legion was taking place on 30 January 2024. The minutes of previous meetings had already been circulated to Members, for information.

RESOLVED: noted.

C 5746 **Salfords Primary School Published Admission Number (PAN) consultation**

The Town Clerk advised that HTC was not a consultee on the matter but had been copied into the submission made by Salfords & Sidlow Parish Council. It was however felt warranted for HTC to make comment due to the strain on Horley schools if they are over-subscribed or if pupils do not get their first choice and have to enrol at another facility outside Horley. She further explained that Salford's Primary School are consulting on their Admissions Arrangements for 2025/26 with a proposal to reduce their Published Admission Number (PAN) for enrolment from 60 to 30, effective from September 2025. Members were supportive of the comments made and agreed that no reduction should be made, or reconsidered to a much lower reduction than fifty per cent. The draft submission prepared was approved and a note of thanks was extended to Cllrs Baird, George and Turner for their helpful input.

RESOLVED: The Council's response on Salfords Primary School proposed Published Admission Number (PAN) consultation, be approved.

**RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
Reference Numbers: CIL SIP (2) 17, 18a 18b, 19, 20**

C 5747 The Town Clerk informed Members that positive and consistent progress had been made with all live projects to coincide with the RBBC CIL SIP Programme and timetable set by HTC. She further provided the following summaries in regard to each project:

➤ **CIL SIP (2) 17: Community Safety, Horley Recreation Ground**

A full tender for replacing the perimeter railings at the park had been carried out on Contracts Finder and a number of bids received were being processed in compliance with the Public Contract Regulations 2015. The tender submissions would be evaluated through the council's procurement procedures and interested

C 5747)

contractors had been kept updated.

➤ **CIL SIP(2) 18: HTC Offices Expansion & Sustainability, Albert Road**

The appointed architects for the project had produced design drawings on the Scheme Plan B approved by Council for the internal remodelling and expansion. Some minor variations were later required for functionality, accessibility and storage. The revised drawings would be presented for final consideration in order to proceed to the next stage for pre-application advice from Planning Officers at RBBC.

➤ **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

Following the recent tender on Contracts Finder, the council officers were taking the project forward with the Leisure Committee Chair and Vice-Chair in line with set procurement procedures. It is intended for final recommendations for the contract award to be presented for approval at the Full Council meeting on 19 March 2024.

➤ **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing), Langshott and Church Road Allotment Sites**

Following the appointment of contract made by Council, the project was well underway at both sites and was expected to complete shortly. From the visual display of the before and after photographs taken, the works carried out had clearly made significant improvements to both allotment gardens and lot of positive feedback had been received.

The Chairman extended a note of thanks for all the informative updates provided on all current projects and to all officers involved in the detailed work required from the outset and up to final completion and delivery.

RESOLVED: noted.

C 5748

RESOLVED: that the appointment Cllr Marr, Cllr George and Cllr Hughes to form a working group (task and finish) to take forward the CIL SIP (2) 18: HTC Offices Expansion & Sustainability Project, be approved.

C 5749

SCC Your Fund Surrey Small Community Projects

The Town Clerk gave an update on applications made by the Town Council through the SCC Your Fund Small Community Projects scheme. These included two recent successful bids towards new fencing around the play areas in Court Lodge and Horley Recreation Ground. Since it was known that the scheme would be repeated in the new financial year 2024/25, it was hoped that new projects could be pursued by the Town Council, in line with its five-year Town Plan objectives.

RESOLVED: noted.

C 5750

Communications Received

The Town Clerk reported that a Council Grants Scheme enquiry had been received from the YMCA East Surrey to support the Beatz Project at the Horley Young People and Family Centre and it was hoped that an application would be received.

RESOLVED: noted.

C 5751

Diary Dates

- C 5751)** 6 February 2024: HTMG
8 February 2024: RBBC/HTC Liaison Meeting
13 February 2024: RBBC Corporate Plan
13 February 2024: Planning Committee (Interim)

RESOLVED: noted.

SCC Your Fund Surrey – Small Community Projects Scheme CONFIDENTIAL

- C 5752** ***Replacement of Playground Railings, Court Lodge (Ref: YF199)***
Members considered the recommendations of the Leisure Committee for the award of contractor to complete the project, for approval.

RESOLVED: noted.

- C 5753** ***Replacement of Playground Railings, Court Lodge (Ref: YF200)***
Members considered the recommendations of the Leisure Committee for award of contractor to complete the project, for approval.

RESOLVED: noted.

CONFIDENTIAL

- C 5754** ***HTC project – Infrastructure Improvements at Edmonds Hall (Albert Rooms)***
Members considered officer recommendations to carry out the replacement of the windows at the Edmonds Hall (Albert Rooms) to improve energy efficiency and sustainability in support of the CIP SIP (2) 18: HTC Offices Expansion & Sustainability project.

RESOLVED: noted.

Meeting closed at 8.57 pm. Date of next meeting – 19 March 2024