



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 19 March 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)

C 5755 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Fagan (who attended remotely), be accepted.

C 5756 Disclosable Pecuniary Interests and Non-Pecuniary Interests

- i) Cllr Saunders declared a non-pecuniary interest on agenda item 21 [Annual Town Public Forum] as the CEO of Alliance for Better Care is his spouse.
- ii) Cllr Fagan declared a non-pecuniary interest on agenda item 15 ii) [HTC Grants Scheme] as she is employed by an applicant - Westvale Park Academy.

RESOLVED: noted.

Minutes

C 5757 **RESOLVED:** that the Minutes of the Council Meeting held on [30 January 2024](#), be approved.

RESOLVED: noted.

Public Forum

C 5758 Grant Application from St Bartholomew's Church

Reverend Canon Les Wells of St Bartholomew's Church, Horley Parish thanked Members for the Council's financial support towards grounds maintenance of the New Churchyard, over many years. He explained that the purpose of the grant application is to ensure that the New Churchyard is kept to an acceptable, safe standard for the bereaved and residents. He explained that the Church has had problems with graves sinking and headstones tilting and they intend to move over to a new green plot scheme in the future. He added that a significant amount of money is spent on grass maintenance due to rising costs.

The Town Clerk summarised the grant application in the total amount of £9,692. Members considered the application and discussed various options to help the Church maintain the Churchyard both economically and in a more environmentally friendly

C 5758) way, including wildflower planting. Cllr Turner proposed and Cllr Avery seconded that a grant award of £6,750 be awarded and this was unanimously agreed.

RESOLVED: that Standing Orders be suspended for Members to consider Agenda Item 15 (i), HTC Grants Scheme grant application from St Bartholomew's Church for funding towards maintenance of the New Churchyard

C 5759 **RESOLVED: that the Council Grants Scheme application for the financial year 2024/25 from St Bartholomew's Church, in the sum of £6,750, towards grounds maintenance of the New Churchyard, be approved.**

Full Council Updates

C 5760 **C 5746 Salfords Primary Academy Published Admission Number (PAN) consultation**

The Town Clerk reported that the Council received grateful acknowledgement from the Head Teacher at Salfords Primary Academy, for participating in the consultation to reduce their Published Admission Number (PAN) for enrolment from 60 to 30. The decision made by the Trustees is for Salfords Primary Academy is to retain the PAN at 60 for the 2025/26 intake with no change.

RESOLVED: noted.

Committee Reports

C 5761 **RESOLVED: that the draft Minutes of the meeting of the Leisure and Amenities Committee held on 23 January 2024, be received.**

C 5762 **RESOLVED: that the approved Minutes of the meeting of the Planning & Development Committee held on 13 February 2024, be received**

C 5763 **Council Chairman's Report**

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

RESOLVED: noted.

C 5764 **Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

SALC:

Cllr George reported that there had been no meeting of SALC since the last Full Council meeting. The upcoming SALC Councillor Forum will be held on 27 March and all Councillors are welcome to attend.

RESOLVED: noted.

Martyn's Law Consultation

The RFO reported that a response had been sent to NALC concerning the consultation on Martyn's Law to meet the deadline which will feed in to NALC's response to the Home Office. She had also attended a Home Office webinar and circulated a briefing note to all Members. The conclusion is that the Town Council does not fall within the scope of the standard tier as the Edmonds Hall holds less than 100 people, but it will

C 5764) be useful to see the guidance, templates and examples of best practice when published.

RESOLVED: that the Town Council response to NALC's Standard Tier consultation on Martyn's Law, be ratified.

C 5765 **NALC**

The Town Clerk reported that the Council is following the guidance on Biodiversity Net gain and officers had attended a recent NALC workshop.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5766 **SCC/RBBC/HTC JOINT COUNCIL MEETING**

The Town Clerk gave a summary of the meeting held remotely on 11 March 2024. The judicial review submitted by Tesco against RBBC's decision to grant planning permission to Lidl is still in progress and RBBC will be defending the appeal. RBBC is in the process of updating its website and looking at how "What Three Words" can be implemented as part of a new system upgrade. Both Cllr Saunders and Cllr Turner are liaising with the RBBC Community Development Worker to discuss transport links to local further education and sixth form colleges. HTC enquired if the Borough Council could provide a consolidated list of other projects financially supported through other S.106 allocations; on what projects and where; and how much funds are left with the information to be provided to HTC when available. The next meeting would be arranged in the new municipal year 2024/25 (date to be confirmed). A copy of the meeting notes are appended to these minutes.

RESOLVED: noted.

C 5767 **RBBC/HTC Liaison Meetings 2023/24**

The Town Clerk gave a summary of the meeting held on 8 February 2024. The draft notes from the meeting had been circulated to Members. Key updates included progress on the Westvale Park development and a Deed of Variation to the S.106 Agreement to agree a revised programme and timescales with the Consortium for delivering infrastructure and public facilities; the potential for more community investment in Horley from the S.106 agreement with Gatwick Airport and Development Consent Order obligation; and the RBBC Street Cleansing programme. The next meeting would be arranged in the new municipal year 2024/25 (date to be confirmed).

RESOLVED: noted.

Internal Control Review 2023/24

C 5768 **RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk, be approved.**

Risk Assessment and Management Paper 2023/24

C 5769 **RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk, be approved.**

Working Groups

C 5770 Communications Working Group

Cllr Easterbrook gave a report of the meeting of the Communications Working Group held on 13 March 2024 and the meeting notes had already been circulated to members.

RESOLVED: noted.

C 5771 Environment Working Group

Cllr Avery gave a report of the Environment Working Group meeting held on 27 February 2024 and the meeting notes had already been circulated to members.

RESOLVED: noted.

C 5772 Local Government Elections, 2 May 2024

Town Clerk gave the following update. The Local Government elections would take place on 2 May 2024. One third of Borough Council seats are up for election and, similar to previous years, the Edmonds Hall would be used as a polling station. The County Council elections were due to be held in May 2025.

RESOLVED: noted.

Financial Matters

C 5773 Update on the latest financial position.

The RFO gave an update on the latest financial position. The budget is on target. The Councillor Audit for the Q4 will be conducted by the Chair and Finance Lead and presented to June Council. The final internal audit will be conducted by Mulberry & Co on 23 May. Templates and deadlines have been received from PKF Littlejohn. The submission deadline is 1 July 2024. Additionally, the RFO also gave a brief overview of current and future project expenditure and funding.

RESOLVED: noted.

C5774 Renegotiation of the Council Cleaning Contract

The RFO reported that the council cleaning contract for the offices and community hall with its current supplier had expired and the Council is on a monthly rolling contract. The supplier had offered the Council a new three year contract and officers will be carrying out due diligence by benchmarking the contract with the market.

RESOLVED: noted.

HTC Grants Scheme

C 5775 HTC Small Grant application from Westvale Park Primary Academy

The RFO Elect presented the application to enable the school to have the necessary groundworks done for the creation of a Forest School. The school has secured £2,400 funding from Surrey County Council's Your Councillor Community Fund and is seeking a

C 5775) further £400. Cllr George proposed and Cllr Marshall seconded that the application be approved in the full amount requested and this was unanimously agreed.

RESOLVED: that the grant application from Westvale Park Primary Academy, in the sum of £400, towards the creation of a dedicated Forest School space, subject to verification of the bank account details into which the funds will be paid, be approved.

C5776 **HTC Small Grant application from Horley Blue Heart Spaces**

The RFO presented the application from the 'Horley Blue Heart Spaces' resident group for a grant of £500 to buy wildflower seeds and bulbs for planting on the Upfield Roundabout with volunteers to help prepare the site, plant and maintain the planting with appropriate aftercare. Cllr Chester proposed and Cllr Blacker seconded that the application be approved in the full amount requested and this was unanimously agreed.

RESOLVED: that the grant application from 'Horley Blue Heart Spaces' resident group, in the sum of £500, towards the planting of native bulbs and wildflowers on the Upfield Roundabout, to include maintenance and aftercare, be approved.

Outside Bodies

C 5777 **Royal British Legion**

Cllr Marshall gave a report from recent meetings held and the latest minutes had already been circulated to Members, for information.

RESOLVED: noted.

Council Meetings for the 2024/25 Municipal Year

C 5778 **Meetings Calendar 2024-25**

Members considered the draft schedule of council meetings for the ensuing 2024/25 Municipal Year which had been previously circulated.

RESOLVED: to present the finalised Meetings Calendar for 2024/25 at the Annual Meeting on 7 May 2024, for approval.

C 5779 **Sub-Committees, Outside Bodies and Working Groups**

The lists of Sub-Committees, Outside Bodies and Working Groups were reviewed. Members were asked to inform the RFO of any changes they wish to make to their membership of committees, working groups and outside bodies ahead of the Annual Meeting in May.

RESOLVED: to presented the lists of Sub-Committees, Outside Bodies and Working Groups at the Annual Meeting on 7 May 2024, for approval.

C 5780 **Reigate & Banstead Corporate Plan Review 2025-2030**

It was noted that the RBBC Planning Policy team had provided the Town Council with an early engagement briefing and Q&A session on its Corporate Plan review for 2025-2030, in conjunction with Salfords & Sidlow Parish Council. The session proved to be very interactive with a variety of feedback presented from the attendees, as summarised below:

C 5780)

- Providing advice & support to prevent homelessness & secure accommodation, over & above the statutory requirement.
- Providing interim advice & support to deviate high demands on Surrey's Adult Social Care.
- Reducing Environmental Impact through council activities & encouraging residents/businesses to do likewise.
- Increasing more affordable housing to meet demand & help reduce the burden on emergency temporary accommodation costs.
- Building on RBBC Economic Prosperity objectives with work in the community through networking/training events; working with schools/colleges on careers advice; & with local businesses to help promote economic prosperity.
- Working with SCC & Healthcare Providers to promote health & wellbeing & challenges faced & establishing more partnership working across the public sector.
- Considering more reinvestment in local parks & open spaces which is not reliant on precepts levied on residents in parished areas.

The Borough Council will consider all the feedback and comments made and the first stage public consultation is expected to be launched later in the year.

RESOLVED: noted.

C 5781

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

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**
The tender for replacing the perimeter railings at the park had been evaluated through the council's procurement procedures but a final decision on the contract award had been deferred until a later date.
- **CIL SIP (2) 18: HTC Offices Expansion & Sustainability, Albert Road**
The Office Expansion Working Group (OEWG) met with MVL architects most recently in February. All actions from that meeting had been followed up and HTC had an Energy Efficiency study of the building with a detailed survey report produced. The results had been circulated to the OEWG for comment. Once the OEWG had made their deliberations, their comments would be fed back to MVL Architects who will then seek pre-planning advice from RBBC.

Additionally, an order had been placed for the replacement windows for the Edmonds Hall and the installation would be in approximately six weeks. The Council will give notice to hall hirers of the need to close the venue for one week for the installation once confirmed. Members were reminded that this was an additional project undertaken by the Town Council independently to complement the expansion and sustainability project.

- **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**
The tender for contractor had been completed and evaluated by the Leisure Committee Chair and Vice-Chair and following interviews carried out with the companies shortlisted, their recommendation for the contract award would be considered in the confidential part of the meeting.

- C 5781)** ➤ **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing), Langshott and Church Road Allotment Sites**
Resurfacing works had completed at both the Langshott and Church Road allotment sites and both projects would be signed off once minor snagging issues had been carried out.

The Town Clerk added that most of the Council's Neighbourhood CIL funds had been allocated to cover all required contributions from HTC towards the CIL SIP (2) Projects. A progress report from HTC on all projects would be submitted to the RBBC CIL Team in April.

RESOLVED: noted.

C 5782 **SCC Your Fund Surrey Small Community Projects**

The Town Clerk gave an update on the two recent successful bids towards new fencing around the play areas at Court Lodge and Horley Recreation Ground. These projects are currently in progress with Court Lodge nearing completion.

The Town Clerk further reported that extra funding has been applied for through the SCC Your Fund Small Community Projects scheme for town centre planters and that the Council had also been able to secure funding for an external defibrillator at The Innes Sports Pavilion. Additionally, the Council is considering a new grant application towards a replacement height barrier at Court Lodge car park.

RESOLVED: noted.

C 5783 **Annual Town Public Forum (formerly 'Town Meeting')**

The Town Clerk gave an update on the arrangements for the public meeting to be held at the Town Council offices (Edmonds Hall) on Friday, 17 May 2024, from 7.00 with refreshments available from 6.30 pm. (The guest speaker was subsequently confirmed as Dr Michael Bosch of Alliance for Better Care).

RESOLVED: noted.

C 5784 **Diary Dates**

9 April 2024: Planning Committee (Interim)
23 April 2024: Leisure Committee

RESOLVED: noted.

C 5785 **Items for Future Consideration**

Live Broadcast of future council meetings, subject to Full Council approval.

RESOLVED: noted.

C 5786 **Press Release**

Annual Report 2023/24 (once published) and to feature relevant updates from HTC on community projects.

RESOLVED: noted.

C 5787 **RBBC Strategic Infrastructure Programme (SIP) 2023-2027** **CONFIDENTIAL**

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

Members considered the recommendations of the Evaluation Panel for the award of contractor to complete the project, for approval.

RESOLVED: noted.

C 5888 **Town Award Nominations** **CONFIDENTIAL**

An application for a Town Award was presented to Full Council, for consideration.

RESOLVED: noted.

C 5789 **Staffing Matters** **CONFIDENTIAL**

Members received a report of the Staff Committee meeting, held on 14 March 2024.

RESOLVED: noted.

Meeting closed at 9.23 pm. Date of next meeting: Annual Council 7 May 2024