



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 30 July 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)
S Adeniji (Assistant Town Clerk & RFO)

C 5851

Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Baker, Barlow and Wotton, be accepted.

C 5852

Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs George, Marshall and Saunders declared a Non-Pecuniary interest on agenda item 18 (Recognition of Past Mayors).

RESOLVED: noted.

C 5853

Public Forum

Borough Cllr Neha Boghani (Horley East & Salfords ward) was present to observe the meeting and she was welcomed by the Chairman. No matters were raised.

RESOLVED: noted.

C 5854

Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [18 June 2024](#), be approved with a minor correction to C 5836 – Borough Standards Committee: to state that Cllr Hughes was not in attendance at the meeting held on 4 June, having duly sent her apologies beforehand.

Full Council Updates

C 5855

C 5823 and C 5824: End-of-Year Accounts

The Town Clerk reported that the end-of-year accounts for 2023/24 had been sent to the external auditors, PKF Littlejohn. In addition, the Notice of Public Rights had been published on the Council's website (until 2 August 2024) and, to date, no requests had been received to inspect the accounts.

C 5830: Grant Application from St Bartholomew's Church (Boer War Lychgate Memorial repairs)

The Town Clerk reported that Church representatives had been notified about the grant award approved by Council and they expressed their sincere gratitude to the Town Council for helping to project a valued community asset of historic interest.

RESOLVED: noted.

C 5856

Committee Reports

RESOLVED: that the minutes of the Planning & Development Committee held on 11 June 2024 and 16 July 2024, be received.

C 5857

Council Chairman's Report

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

RESOLVED: noted.

C 5858

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

Cllr George reported that no board meetings had been held since the last council meeting and none were planned until the end of the summer. In the meantime, SALC's County Deal working group and the AGM working group had held respective meetings and further updates would be provided when available.

The Town Clerk added that in preparation for a Level 2 Deal for Surrey being agreed, local councils were advised to enquire with their principal authorities if exploratory discussions could begin to ascertain likely proposals for devolving assets and public services for budgetary purposes while noting that any changes would require a resident survey to gauge support.

The Town Clerk further reported that included in the SALC Forum updates were:

- a presentation from Surrey Wildlife Trust on Community Action for Nature; and
- an informative briefing from Mulberry Local Authority Services on possible funding sources for local councils to generate more income, such as, grant opportunities, VAT Reclaims and lending through the Public Works Loan Board (PWLB).

The next Clerks and Councillors Forum would take place on 24 and 25 September respectively.

The Town Clerk added that NALC had published informative updates and Legal Topic notes on new legislation covering hedgerows as well as new information on the Planning Process and these would be reviewed for any material changes to note.

RESOLVED: noted.

C 5859

Borough, County Council and Other Updates

SCC/RBBC/HTC Joint Council meetings 2024/25

The Town Clerk reported that the first meeting of the municipal year was held on 22 July 2024 and summarised the outcomes which included:

- the judicial review at the former Air Ballon Site (following the former application by LIDL) remains outstanding;
- the introduction of What Three Words by the Borough Council (to search for Horley Town Councillors) is to be integrated within their website upgrade;
- a briefing for HTC Members on Assets of Community Value (ACV) and Conservation Areas from the RBBC Head of Planning is to be arranged directly;
- Post 16 Education to have more of a focus on affordable public transport provision to out-of-town destinations);

- C 5859)**
- outstanding delivery of infrastructure and public services at Westvale Park from Developer Contributions and other provision (including outdoor sports pitches) from s.106 monies held by RBBC has been addressed; and
 - Residents of 'The Meadway' and Langshott Lane raising concerns about inconsiderate parking by parents accessing Langshott Primary School which will be taken up with the school.

Further updates were also received from the three-tier councils. (A copy of the meeting notes are appended to the signed copy of the minutes).

RESOLVED: noted.

C 5860 RBBC/HTC Liaison Meetings 2024/25

It was noted that the next meeting is due to take place on 20 August 2024, in hybrid format, at Reigate Town Hall. The Town Clerk invited Members to submit items for the agenda by no later than 9 August 2024.

RESOLVED: noted.

Outside Bodies

C 5861 Horley Community Partnership

It was noted that feedback from this last meeting had been circulated to Members, for information. Cllr George remarked that attendance at the last meeting was lower than normally expected.

RESOLVED: noted.

C 5862 Royal British Legion

It was noted that the minutes of the last meeting have been circulated to Members, for information and Cllr Marshall advised there were no other issues to report. She had sent her apologies for the next meeting with had unfortunately coincided with the Full Council meeting held on the same evening (30 July 2024).

RESOLVED: noted.

C 5863 Community Foundation for Surrey – Horley Edmonds Community Fund

The Town Clerk reported that at the request of the Town Council, the latest End of Grant Reports had been shared by the Foundation and circulated to Members, for information. These included applications from the Horley Lions Club (Warm over Winter Campaign); and YMCA East Surrey (Beatz Project and Support Worker at Horley Family Centre) which were later approved by the Town Council. All projects had been successfully delivered from financial support received from various donors, including grants from the Horley Edmonds Community Fund.

RESOLVED: noted.

C 5864 The Town Clerk advised that a thank you letter has been received from the YMCA East Surrey, expressing gratitude to the Town Council for supporting its 'Inclusive Sports' project. The letter also extended an invitation for councillors to learn more about the project. In response to this, a number of members expressed a keen interest and put their names forward to be included in pre-arranged visit of the facilities which would be followed-up.

- C 5864) **RESOLVED: that the Trust Fundraiser at YMCA East Surrey be contacted to arrange a visit by Cllrs Baird, Hughes, Marshall, Saunders and Turner at their 'Inclusive Sports' facility covering Horley.**

HTC Operational Matters

- C 5865 **RBBC Strategic Infrastructure Programme CIL SIP 2 17: Horley Recreation Ground, Replacement Perimeter Railings – Extra Requirement**

Members were updated on the extra requirement for the installation of a double gate to the left of the main park entrance to provide safe passage for pedestrians at large community events, at a cost of £1,600 plus VAT. It would need to be covered outside the original instruction, however the works would be undertaken by the same contractor and thereby avoid extra cost if carried out at a later stage. Any funding shortfall would need be covered from the Town Council's Neighbourhood CIL Fund, although it was thought that the CIL SIP project funding available would cover the cost as part of community safety elements within the scope of the project.

RESOLVED: that the cost of £1,600 plus VAT for the installation of a double gate to the left of the main park entrance at Horley Recreation Ground, with works carried out by the contractor appointed for the perimeter railings replacement, be ratified.

Town Plan Working Group (TPWG)

- C 5866 It was noted that Cllr Marr had been appointed Chair of the Town Plan Working Group (TPWG) for 2024/25. In his opening address to Council, he echoed positive comments and complimentary feedback to that given by the Council Chairman, Cllr Saunders, before the meeting commenced in recognition of of extensive project management and productivity by the Town Council to deliver community projects. He further made a note of thanks to officers and HTC consultant, Alan Jones, for tireless work and commitment across multiple projects since the CIL SIP Scheme launched over two years ago and had led to four successful bids for these projects to be undertaken.

With reference to a detailed programme and timetable, Cllr Marr informed Members that 7 capital projects had been completed in the last 12 months and other multiple projects were underway. Additionally, other funding opportunities were pursued with grants provided to deliver smaller projects, including the SCC [Your Fund Surrey and Your Councillor Community Funds](#), thanks to the financial support of Horley divisional members, Cllr Jordan Beech and Cllr Andy Lynch.

Cllr Marr added that the TPWG meeting had been very productive as part of annual review of current and new projects as well as setting out other objectives for the five year Town Plan 2022-27. Other possible funding sources for capital projects through other schemes, such as the National Lottery, were discussed with thanks to Cllr Saunders for sourcing the information through recent networking with representatives from large grant-making organisations and charities. Another meeting of the TPWG will be arranged in October to follow-up on matters arising and to consider cost implications as well as budget allocations, in inform requirements for the next precept.

RESOLVED: noted.

- C 5867 Cllr Marr further summarised proposed changes and additions to the draft Town Plan Action Plan, resulting from the meeting discussions. These included the recommendation of the TPWG to progress live projects with a tentative timetable for these which were supported by all Members and agreed as programmed. He further explained that a detailed Project Management Gantt Chart had been created, detailing

C 5867) each project together with a timetable for delivery and current status. The Town Clerk added that this was in essence a working document and underpinned by the five-year Town Plan objectives and future vision of the Town Council.

RESOLVED: that the draft Action Plan with further recommendations from the Town Plan Working Group (TPWG), as apart of the annual review during the five-year Town Plan 2022-2027, be approved.

C 5868 The Town Clerk reported that feedback on the pre-application submission to RBBC Planners had been received by the Architects and shared with the Town Council. This would be reviewed by the Office Expansion Working Group (OEWG) in order to progress the project.

RESOLVED: noted.

C 5869 Communications Working Group

Cllr Easterbrook gave an update from the Communications Working Group meeting held on 9 July 2024, the notes from which would be circulated to all Members, for information.

RESOLVED: noted.

C 5870 Recognition of Past Mayors

The Assistant Town Clerk & RFO reported that a design of the proposed Past Chairman and Town Mayor's badge has been received. He outlined the total cost of the badges, advising that expenditure would need to be met from General Reserves. Those recipients already in possession of a 'broach-style' badge, presented to them for being a past Mayor, would have the option to return their badge for this type of conversion. Cllr Marshall proposed and Cllr Blacker seconded that a badge should be offered to all former, living postholders and this was agreed by majority vote.

RESOLVED: that the proposal for a Past Chairman and Town Mayor's badge be offered to all former living postholders, be approved.

C 5871 HTC Grants Scheme 2024/25

The Assistant Town Clerk & RFO reported that an application had been received from Stripey Stork, towards the cost of purchasing racking for an extra warehouse at their facility in Reigate, at a total cost of £20k. The grant request in the sum of £1k is 5% of the total project cost, to match the proportion of families supported in the Horley area. Cllr Avery proposed that the grant request be approved which was seconded by Cllr Baird and unanimously agreed by all Members. The charity would be informed accordingly and a publicity event arranged of the grant award made through the Council Grant Scheme.

RESOLVED: that the grant application from Stripey Stork, in the sum of £1,000, through the Council Grants Scheme, be approved and a publicity event arranged with the charity.

C 5872 Community Engagement by HTC

The Council Chairman summarised ideas put forward for implementing Councillors' Outreach sessions in visible public places, as part the Town Council's community engagement initiatives which all Members were very keen to support. It was agreed that these would begin in September at Horley High Street with invitations extended

C 5872) to Horley's County and Borough Councillors. The council gazebo will be used to make a visible presence along with council information and other material printed to hand out, including the Town Plan 2022-2025, Annual Report 2023/24 and Three-Tier Council summary sheet of each authority's respective responsibilities and provision of public services.

RESOLVED: that the first Councillor Outreach session to be held in Horley High Street on Saturday, 14 September 2024, from 10.00am – 1.00pm, be approved and the necessary arrangements implemented.

C 5873 **Diary Dates**

27 August 2024: Planning Committee (Interim) 7.30 pm, HTC offices (Edmonds Hall)
10 September: Full Council Meeting 7.30 pm, HTC offices (Edmonds Hall)
2 September: RBBC/HTC Liaison Meetings 2024/25, Hybrid Meeting

CLlr Marshall added that defibrillator training will be repeated at Court Lodge fields before the commencement of the new football session and further details will be shared in due course.

RESOLVED: noted.

C 5874 **Items for Future Consideration**

1. Meeting to be arranged with the new Member of Parliament for the Dorking & Horley constituency, Chris Coghlan MP, as a follow-up to a letter from the Town Council to congratulate him on his election.
2. [RBBC Greenspaces Strategy consultation](#) – to be considered at a future council meeting.
3. Council Grants Scheme – to consider a grant application from Horley Lions Club (CIO) at the next Full Council meeting due to be held on 10 September 2024.

RESOLVED: noted.

C 5875 **Press Release**

- HTC Council Grants Scheme grant award to Stripey Stork charity and publicity event
- Play area and equipment upgrade at Michael Crescent Centenary Park (on completion of project).

RESOLVED: noted.

C 5876 **Confidential Minutes**

CONFIDENTIAL

RESOLVED: that the Confidential Minutes of the Council Meeting held on [18 June 2024](#), be approved.

C 5877 **'Café In The Park' Occupancy, Horley Recreation Ground**

CONFIDENTIAL

Members received a report from the Chair of the Café Working Group (CWG) on the progress made to date.

RESOLVED: noted.

Meeting closed at 9.10 pm. Date of next meeting: 10 September 2024