



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 28 January 2025 at 7.30pm

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	J Walsh (Town Clerk)
Attendance	S Adeniji (Assistant Town Clerk & RFO)
	J Stay (Planning and Support Officer)

C 5990 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Baker, Blacker, Chester, Hudson, Hughes and Wotton be accepted. Cllr Avery joined the meeting after Item 15 - HTC Neighbourhood CIL.

C 5991 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Saunders declared a pecuniary interest in **Item 16 - Live Streaming of Council Meetings Using Webex** as the equipment was purchased by him and left the council meeting while the matter was being discussed.

RESOLVED: noted.

C 5992 Public Forum

No members of the public were present.

RESOLVED: noted.

C 5993 Minutes

RESOLVED: that the Minutes of the Ordinary Council Meeting held on 10 December 2024 be approved.

C 5994 Full Council Updates

C 5975 – Residents survey for Community Infrastructure Levy (CIL) Projects in Horley

The Town Clerk reported that the [CIL survey](#) by the Town Council had been published and the outcomes would be shared with Members in due course.

RESOLVED: noted.

C 5995 Committee Reports

RESOLVED: that the Draft Minutes of the meeting of the Planning and Development Committee held on 17 December 2024 be received.

C 5996 Council Chairman's Report

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

RESOLVED: noted.

C 5997 Surrey Association of Local Councils (SALC) and National Association (NALC)

SALC: Cllr George gave the following updates in his capacity as SALC Board Director:

- The SALC meeting (and Vision Day) was held recently at the Town Council offices.
- Following last year's AGM, the event will be held at Silvermere Golf Club again this year due to the unavailability of Dorking Halls and to increase time allocated for break-out group sessions to facilitate more engagement by participants.
- The Local Government Review (LGR) discussions are moving forward and SALC has direct input with established forums and attendance at monthly progress meetings with the Surrey County Council Leader and senior executives. The Communities Bill will be released in March which will give more details on the restructure for town and parish councils as well as next steps. SALC is further addressing the matter of resourcing and financial impact if there is a significant increase of new local authorities.
- A motion raised by Farnham Town Council has been accepted for the **NALC National Assembly**, that town and parish councils do not receive the same financial protections for accumulated debts.

SALC Councillor and Clerk Forums: The Town Clerk gave the following updates:

- The recent forums were well attended and informative updates and slides from the various sessions had been circulated to all Members, for information.
- Key updates centred around Local Government Reform (LGR) and reorganisation of Surrey. A detailed briefing paper by the Town Clerk, containing information received by the council along with an anticipated timetable was discussed. SCC were consulting with Surrey's Borough and District Councils (including RBBC) on proposals to reorganise and a decision from government on the local elections in May 2025 was expected to be announced soon.
- HTC had, along with other Town Councils in Surrey, accepted an invitation from SALC to a remote meeting and presentation from the Leader of Chippenham Town Council to hear about experiences encountered when moving to a Unitary Authority between 2019-2023. The meeting is due to be held on 17 February 2025.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5998 SCC/RBBC/HTC Joint Council Meeting – 20 January 2025

The Town Clerk advised that the meeting focused on key updates of Local Government Reform (LGR) and changes to the Planning System and National Planning Policy Framework (NPPF). She gave the following updates:

- **Reorganisation of Surrey:** Cllr Biggs advised that the configuration of unitaries could result in a Combined Mayoral Authority but this had yet to be determined. Councils in two-tier areas, including all those in Surrey, were formally invited by the government to submit an interim plan for replacement unitary authorities by 21 March 2025, and full proposals by

C 5998) 9 May. Those to be included in the first tranche for reorganisation had yet to be determined and a decision on postponement of the local elections this year is due to be announced in early February. It was felt that plans should not support any restructuring of local government boundaries based on 'redistributing' the debt of other authorities and this should be mitigated to reduce any financial burden. The Town Council made known its intention to actively participate in talks going forward and to ensure that Horley's interests and local issues were represented.

- **Planning Reform and NPPF:** Cllr Biggs summarised the key changes as set out in the Government White Paper and public consultation, including inter alia, increased housing targets; sustainable urban extensions identified as critical to meet demand while balancing environmental considerations; Green Belt reforms; and increase in Planning Application fees.

Further updates from the three council tiers were shared and congratulations were extended to Borough and Town Cllr James Baker who was recently appointed to the RBBC Executive team to focus on community partnership development and increased collaboration with local charities and businesses. (The notes of Joint Council meeting would be circulated to Members, for information.)

RESOLVED: noted.

C 5999 RBBC/HTC Liaison Meeting

The Town Clerk advised that the next meeting is due to be held on 26 March 2025 and invited any items for the agenda to be forwarded to the office, for inclusion by no later than a week before the meeting.

RESOLVED: noted.

C 6000 The Town Clerk advised that the Borough Council had invited Expressions of Interest from not-for-profit voluntary and community sector organisations to run the Westvale Community Hall. A briefing from project officers would be given next HTMG meeting on 4 February 2025 and full details were also available on the [RBBC website](#).

RESOLVED: noted.

C 6001 Internal Audit Matters

The Assistant Town Clerk/RFO advised that the internal audit had taken place with no issues raised. He thanked Cllr Fagan and Cllr Marshall for their assistance.

RESOLVED: noted.

C 6002 Financial Matters

The Assistant Town Clerk/RFO reported that expenditure for the year is as expected with no significant overspend this year. Costs incurred from legal and professional fees had increased, due to recent instructions made, but still in budget. The Council is on target and a surplus is expected at the end of the financial year.

RESOLVED: noted.

C 6003 Community Foundation for Surrey (CFS) – Horley Edmonds Community Fund (HECF)

The Assistant Town Clerk/RFO reported that the Fund Holder Quarterly Statement has been received for the period 1 April 2024 to 31 December 2024 with a balance available for grant making of £1,683.92 as at 31 December 2024. Three grants have been given to the value of £5,300.

RESOLVED: noted.

C 6004 Meetings Calendar 2025/26

The proposed meetings calendar for the Municipal Year 2025/26 was presented for consideration, in a similar format to previous years and a minor change was put forward. Any further comments from Members could be sent to the office and a final decision would be made by Council at the March meeting.

RESOLVED: that the revised Meetings Calendar 2025/26 be presented for final approval at the next Full Council Meeting on 18 March 2025.

C 6005 Annual Town Public Forum (formerly 'Town Meeting')

The Town Clerk gave a detailed summary of the arrangements for the forum this year, which is due to be held on Friday 16 May 2025 from 6.30pm. The guest speaker will be a representative from the Air Ambulance Charity Kent Surrey Sussex (KSS) and it was hoped that an interim update on Local Government Reform (LGR) in Surrey could be provided to residents, based on information received by the Town Council to date. It was hoped that a Town Award presentation could also be made, subject to receipt of a nomination form and Council approval. An agenda and programme will be issued in due course and the event is to be publicised through local and social media platforms as well as a brochure advert, delivered to Horley residents.

RESOLVED: noted.

C 6006 HTC Neighbourhood CIL

RESOLVED: that the latest quarterly CIL Financial Report from Reigate and Banstead Borough Council for the period 16/09/24-15/12/24, be received.

C 6007 Live Streaming of Council Meetings Using Webex

Members were informed about measures undertaken by the Council to introduce live streaming of council meetings using Webex and were thankful to Cllr Saunders for his considerable efforts to source the equipment to trial. If it is to be used, the equipment would be purchased through Cllr Saunders at cost. Viewings will be uploaded to the Webex website, to be made available through a link on the Town Council website and retained for up to 12 months. The public would be able to view meetings only and if any people attending the meeting did not wish to be recorded, then they would have the option to sit in a separate area. The committee was generally supportive of the proposals put forward and that live streaming would be good for democracy with more access for residents to view council meetings remotely. It was agreed that a draft policy be prepared accordingly along with provision to deal with confidential items in accordance with Standing Orders, for approval at the Full Council meeting on 18 March 2025.

- C 6007) **RESOLVED: that one off expenditure up to a maximum of £500 + VAT to purchase the equipment; the monthly subscription for Webex of £13.50 + VAT subject to an annual increase; and live streams and recordings of all Committee Meetings of the Town Council (apart from confidential items) to be uploaded on the website for up to one year, be approved.**

Outside Bodies

C 6008 Royal British Legion (RBL)

Cllr Marshall reported that the January meeting of the RBL Horley branch was currently in session and the minutes would be circulated to Members, on receipt.

RESOLVED: noted.

Working Groups

C 6009 Communications Working Group

Cllr Easterbrook reported that improvements had been made to the website and the Town Guide is being updated as the paper-based version is no longer viable, due to no advertising revenue. It will therefore be available online with a printed copies produced for people with no internet access. She added that website tracking is to be introduced and arrangements are in hand to apply for gold status through the Local Council Award Scheme. Additionally, the group is looking for more engagement with more hard to reach groups by producing leaflets to distribute at doctors surgeries, libraries and other public outlets.

RESOLVED: noted.

C 6010 Resilience Working Group

It was noted that the working group is due to convene a meeting on 12 February 2025 and a first draft of the Town Council's revised resilience plan, prepared under the direction of Reigate and Banstead Borough Council, will be discussed.

RESOLVED: noted.

C 6011 Government Consultations

[MHCLG Consultation Strengthening the standards and conduct framework for local authorities in England](#)

The Assistant Town Clerk/RFO advised that NALC were inviting responses by 2 February 2025; or to the MHCLG survey, by 26 February 2025. It was noted that individual responses from Members and Officers could be made and this was agreed by Council as the best way forward for participation.

RESOLVED: noted.

C 6012 [Local Audit Reform Consultation - A strategy for overhauling the local audit system in England](#)

The Assistant Town Clerk/RFO reported that the government had launched the consultation to replace the current system which is thought to be no longer fit for purpose as well as to standardise the system with local audit offices and qualified internal auditors. The closing date is 29 January 2025.

RESOLVED: noted.

- C 6013** **Communications Received**
- None were received.
- RESOLVED: noted.**
- C 6014** **Diary Dates**
- 4 February 2025, 6.00pm: Horley Town Management Group (HTMG) meeting
11 February 2025, 7.30pm: Interim Planning meeting
11 March 2025, 6.30pm: Air Quality Update by the RBBC Environmental Health Officer, followed by Full Planning meeting, 7.30pm.
- RESOLVED: noted.**
- C 6015** **Items for Future Consideration**
- HTC Grant Applications.
 - Risk management and internal control review by Council.
 - Staffing matters and salary review.
- RESOLVED: noted.**
- C 6016** **Exclusion of Public and Press**
“In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”
- C 6017** **Confidential Minutes** **CONFIDENTIAL**
- RESOLVED: that the Confidential Minutes of the Ordinary Council Meeting held on 10 December 2024, be approved.**
- C 6018** **‘Café In The Park’ Occupancy, Horley Recreation Ground** **CONFIDENTIAL**
- Members received a progress report from the Town Clerk.
- RESOLVED: noted.**
- C 6019** Members considered expenditure for a replacement ventilation extraction system.
- RESOLVED: noted.**
- C 6020** **CIL SIP (2) 18: HTC Offices Expansion & Sustainability Project** **CONFIDENTIAL**
- Members received a progress report from the Town Clerk.
- RESOLVED: noted.**

Members received a report from the Town Clerk on funding for community projects.

- C 6022 i. To consider officer recommendation to award the contract **to replace the outdoor fitness equipment at Horley Recreation Ground.**

RESOLVED: noted.

- C 6023 ii. To consider officer recommendation to award the contract **to resurface the pathway at the roundabout at Horley Recreation Ground with a new pathway to the existing Multi-Use Games Area (MUGA).**

RESOLVED: noted.

- C 6024 iii. To consider officer recommendation to award the contract **to introduce a new pathway lighting from the Horley Recreation Ground entrance leading to Horley Bowling Club with six new bollards.**

RESOLVED: noted.

- C 6025 iv. To consider officer recommendation to award the contracts **to replace the whole exterior paving surrounding The Innes Sports Pavilion, Court Lodge Fields.**

RESOLVED: noted.

Meeting closed at 9.33pm.

Date of next meeting: 18 March 2025