



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 18 March 2025 at 7.30pm

A minute's silence was held in memory of Brian Buss who sadly passed away recently.

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

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

C 6026 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Beech, Burnham and Fagan be accepted.

C 6027 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Marshall declared a Non-Pecuniary Interest in **Item 16ii - HTC Grant Scheme application from Horley Town Football Club** as she is a season ticket holder.

Cllr Marr declared a Non-Pecuniary Interest in **Item 16i - HTC Grant Scheme application from St Bartholomew's Church** as he is a Church Warden at St Bartholomew's Church, Leigh.

Cllr Easterbrook declared a Non-Pecuniary Interest in **Item 17 - Church Spire Community Garden** as the applicant used to be her neighbour.

RESOLVED: noted.

C 6028 Public Forum

No members of the public were present.

RESOLVED: noted.

C 6029 Minutes

RESOLVED: that the Minutes of the Ordinary Council Meeting held on 28 January 2025 be approved.

C 6030 Full Council Updates

C 6005: Annual Town Public Forum

The Town Clerk summarised the meeting arrangements and advised that the event has been advertised through social media and other communication channels, including the RH6 magazine. Details were being finalised with the guest speaker at the KSS Air Ambulance Charity. The forum will include a brief update on the Local Government Reorganisation (LGR) plans.

RESOLVED: noted.

C 6031 Committee Reports

RESOLVED: that the Draft Minutes of the meeting of the Leisure Committee held on 21 January 2025 be received; and the Minutes of the Planning and Development Committee held on 11 February 2025, be received.

C 6032 Council Chairman's Report

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

RESOLVED: noted.

C 6033 Surrey Association of Local Councils (SALC) and National Association (NALC)

SALC: Cllr George gave the following updates in his capacity as SALC Board Director which centred around current Local Government Reorganisation (LGR) proposals:

- Additional SALC Board and other Surrey Forum meetings had been arranged to discuss LGR proposals, from latest information received.
- There were concerns about the role of Town and Parish councils and these had been presented by the SALC Board in writing to the Secretary of State, Jim McMahon OBE MP to request for appropriate representation on reorganisation proposals from the outset. This was of fundamental importance in light of the Communities Bill being delayed.

The Town Clerk gave the following updates from SALC / NALC:

- Updates had been made to the **NALC Model Financial Regulations and Standing Orders**, in accordance with The Procurement Act 2023 and The Procurement Regulations 2024 and these will be presented for adoption along with other key changes at the Annual Meeting on 6 May 2025.
- New Compulsory Purchase Powers for local authorities in the [Planning and Infrastructure Bill](#) had been reportedly introduced to streamline development processes and speed up infrastructure projects, to drive economic growth.
- SALC had forwarded information regarding a **Surrey Climate Commission** webinar (on 25 March 2025) on LGR proposals which had been extended to all Members to attend.
- The next SALC Clerks' and Councillor Forums would be held on 22/23 April respectively.

RESOLVED: noted.

C 6034

Borough, County Council and Other Updates:

SCC/RBBC/HTC Joint Council Meeting – 10 March 2025

The Town Clerk gave a summary on the main item of Local Government Reorganisation (LGR) and informative briefing provided by Cllr Biggs and RBBC CEO, Mari Roberts-Wood which centred on the fast-track timetable along with the following updates:

- The 11 Borough and District Councils (including Surrey County Council (SCC) and Reigate & Banstead Borough Council (RBBC) will be abolished once the new unitary councils are formed, following a short transition period.
- Three unitary councils in Surrey are favoured, each covering larger areas of up to a 500,000 population and discharging services that Borough and County Councils currently do.
- A new Strategic Authority will also be formed, covering these areas, with a directly elected Mayor and they will bring together the grouping of unitaries (as is the case in London) with powers covering cross-boundary issues together with infrastructure, transport and strategic spatial planning.
- RBBC do not support uniting with boundaries based on debt redistribution of other authorities and ultimately seek the best outcomes for residents and businesses while ensuring preventative and non-statutory services remain protected.
- RBBC is concerned about the timeline and is working with neighbouring authorities, including Horley Town Council, to achieve the best outcomes.
- RBBC will consider its Interim Plan at its Extraordinary Executive Meeting on 19 March, followed by a full submission to Government by 21 March 2025.; and a full proposal and business case will be required by 9 May 2025.
- Devolution arrangements will follow at a later stage, once the new unitaries are implemented.
- The Town Council may have the option to bid for Community Asset Transfers and commence negotiations with RBBC and the Town Clerk had written to Cllr Biggs for further information.
- The matter of existing legal agreements between both councils for existing devolved services and Double Taxation Agreement are being looked into by RBBC's legal department and see if they may be novated to the new unitary council.

The SCC/RBBC/HTC Joint Meeting notes, covering other topics and updates, are appended to the signed copy of these minutes.

RESOLVED: noted.

C 6035

LGR and Devolution Working Group

Members were asked to consider the formation of a working group to take forward LGR and Devolution matters for consideration and work with officers on potential bids for Community Asset Transfers together with legal, staff and financial considerations. The proposal was supported with the participation by Cllr George, Cllr Marr and Cllr Turner agreed.

C 6035)

RESOLVED: that the proposal for Cllr Marr, Cllr George and Cllr Turner to form an LGR and Devolution Working Group, be approved.

C 6036 Internal Control Review 2024/25

The RFO reported that the annual Internal Control Review had been carried out. He advised that minor amendments were required to the Internal Control Policy to clearly state the Town Council's Statement on Internal Control, Risk Management and Accountability and dealing with suppliers and contractors which were agreed by Members.

RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk and [Internal Control Policy 2024/25](#), be approved and published on the Town Council website.

C 6037 Risk Assessment and Management Paper 2024/25

The RFO reported that the annual Risk Assessment and Management Paper had been updated with the inclusion of Climate Change and Environmental Risks, mitigated through the adoption of an HTC Resilience Plan.

RESOLVED: that the [Risk Assessment and Management Paper 2024/25](#), be approved and published on the Town Council website.

C 6038 Council Meetings Calendar 2025/26

Members reviewed the finalised schedule of council meetings for the ensuing year, the details of which had been previously circulated to Members.

RESOLVED: that the Meetings Calendar 2025/26 be presented for final approval at the Annual Council meeting, on 6 May 2025.

C 6039 Sub-Committees, Outside Bodies and Working Groups

The finalised lists of Sub-Committees, Outside Bodies and Working Groups were reviewed with minor changes and current list of working groups (task and finish) updated.

RESOLVED: that the lists of Sub-Committees, Outside Bodies and Working Groups be presented for final approval at the Annual Council meeting, on 6 May 2025.

Council Policies – Annual Review

C 6040 RESOLVED: that the [Prevention of Sexual Harassment and General Harassment Policy \(and Procedures\)](#) be approved for adoption with minor amendment and published on the Town Council website.

C 6041 RESOLVED: that the [Data Protection Policy \(and Procedures\)](#) be approved for adoption with minor amendment and published on the Town Council website.

C 6042 RESOLVED: that the [Retention of Documents Policy \(and Procedures\)](#) be approved for adoption and published on the Town Council website.

Outside Bodies

C 6043 Borough Standards Committee (held on 4 March 2025):

Cllr Hughes gave a brief update on agenda content which included Member Learning and Development; and monitoring item (Debate Not Hate Campaign Objectives). She was not in attendance at the meeting.

RESOLVED: noted.

C 6044 Royal British Legion (RBL):

Cllr Marshall gave a report and advised that Horley Branch (RBL) plan to have a gazebo in the town centre for the 80th Anniversary of VE Day on 10 May 2025.

RESOLVED: noted.

C 6045 Horley Partnership Meeting:

Cllr George reported that the last meeting was poorly attended. Topics of discussion included community grants and the possible introduction of a partnership eNewsletter.

RESOLVED: noted.

Working Groups

C 6046

Resilience Working Group

Cllr Marr reported that the HTC Resilience Plan had been drafted for further consideration in due course.

RESOLVED: noted.

C 6047

Town Plan Working Group

Cllr Marr gave a report from the group which consisted of a review of 11 completed projects and another 4 programmed for delivery. Additional projects for 2025/26 would be put forward for consideration, subject to financial support and other grant opportunities being pursued. The Town Plan 2022-2027 will shortly be due for renewal and rebranding together with the Town Council's future vision and strategic direction. Cllr Marr further recognised the number of projects completed by the Town Council so far as unprecedented and extended a note of thanks to everyone one involved, from the scheme funders along with councillors, officers and contractors. The RFO shared the results of the latest CIL Survey 2025 which would inform future Town Plan objectives together with new infrastructure improvements and community projects to support health and well being.

RESOLVED: noted.

C 6048

HTC Grants Scheme 2025/26 - Funding Applications

St Bartholomew's Church: Members considered an application from the Church towards maintenance of the New Churchyard to the value of £11,377, comprising £9,157 for grass maintenance; and £2,220 for hedge maintenance. Cllr Turner proposed and Cllr Blacker seconded to award a grant budgeted in the same amount as the previous year, of £6,750 and this was unanimously agreed. It was further decided that the Church be asked to provide a full set of accounts with future applications through the scheme.

RESOLVED: that the Council Grants Scheme application from St Bartholomew's Church, in the sum of £6,750, towards grounds maintenance of the New Churchyard, be approved.

C 6049

Horley Town Football Club: Members considered an application from the Football Club towards pitch maintenance to the value of £1,000. Following deliberations, Cllr Turner proposed to award £340 (from the balance remaining in the grant scheme for 2024/25) and this was seconded by Cllr Marr. Cllr Blacker made a counter-proposal to award £1,000 and this was seconded by Cllr Baird. Following a show of hands for both proposals, it was agreed to award a grant of £340 to the club, by a majority vote (7 to 5) and carried.

RESOLVED: that that Council Grants Scheme application from Horley Town Football Club, in the sum of £340, towards pitch maintenance, be approved.

C 6050

Donation Request – General Power of Competence (GPC)

Church Spire Community Garden: Members considered a request from the Community Garden for a donation, under the GPC towards compost and equipment. Cllr Chester proposed and Cllr George seconded that a donation of £400 be awarded towards the project and this was unanimously agreed.

RESOLVED: that a donation of £400 to Church Spire Community Garden, through the General Power of Competence, towards compost and equipment, be approved.

C 6051

Communications Received

RBBC CIL report for the period 16/12/24 - 15/03/25.

RESOLVED: noted.

C 6052

Diary Dates

- Tuesday 25 March 2025, 6.00pm: Environment Working Group (remote)
- Wednesday 26 March 2025, 6.00pm: RBBC/HTC Liaison Meeting
- Tuesday 1 April 2025, 6.30pm: Communications Working Group (remote)
- Tuesday 8 April 2025, 7.30pm: Interim Planning Meeting

RESOLVED: noted.

- C 6053** **Items for Future Consideration**
Introduction of **Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy.**
RESOLVED: noted.
- C 6054** **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 6055** **Confidential Minutes** **CONFIDENTIAL**
RESOLVED: that the Confidential Minutes of the Ordinary Council Meeting held on 28 January 2025, be approved.
- C 6056** **CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project** **CONFIDENTIAL**
Members received a progress report on the HTC office expansion and sustainability project from the Assistant Town Clerk/RFO.
RESOLVED: noted.
- C 6057** **SCC Your Fund Surrey – [Small Community Projects Fund](#)** **CONFIDENTIAL**
Provision of two Defibrillators at the Horley Town Council Offices and Horley Recreation Ground, supported by Cllr Jordan Beech (Ref: CF479).
Members received a progress report form the Town Clerk.
RESOLVED: noted.
- C 6058** **Provision of a second bike rack at the Skate Park, Horley Recreation Ground, Skate Park, supported by Cllr Jordan Beech (Ref: CF485).**
Members received a progress report form the Town Clerk.
RESOLVED: noted.
- C 6059** **Town Award Nomination** **CONFIDENTIAL**
Members considered an application received.
RESOLVED: noted.
- C 6060** **Staffing Matters** **CONFIDENTIAL**
Staff Committee held on 6 March 2025
Members received a detailed report from the Town Clerk.
RESOLVED: noted.
- C 6061** **Renaming of job titles of Town Clerk and Assistant Town Clerk/RFO** **CONFIDENTIAL**
Members considered the recommendations of the Staff Committee.
RESOLVED: noted.
- C 6062** **Salary Review 2025/26** **CONFIDENTIAL**
Members considered the recommendations of the Staff Committee.
RESOLVED: noted.

Meeting closed at 9.28pm
Date of next meeting: 6 May 2025 (Annual Meeting)