



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 17 June 2025 at 7.30pm

Present

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

* Absent

In Attendance

J Walsh (Chief Executive Officer) (CEO)
S Adeniji (Assistant Chief Executive Officer and RFO)
J Stay (Planning and Support Officer)

Prior to the meeting, a minute's silence was observed in memory of former Town Councillor, Richard Bethell, who sadly passed away recently.

C 6092 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Easterbrook and Marr, be accepted. Cllr Burnham was absent.

C 6093 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None were received.

RESOLVED: noted.

C 6094 Public Forum

One member of the public attended the meeting to observe.

RESOLVED: noted.

C 6095 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [6 May 2025](#), be approved.

C 6096 Election of a Town Councillor (Horley West Ward), By-Election on 5 June 2025 (Sam Mearing duly elected)

The Chair congratulated Cllr Sam Mearing on her appointment as Town Councillor (Horley West Ward) and welcomed her to the Town Council.

RESOLVED:

- i) that the election of Cllr Sam Mearing as a Town Councillor (Horley West Ward), be noted.
- ii) that the elected Member, Cllr Sam Mearing's Declaration of Acceptance of Office, be received.
- ii) that the elected Member, Cllr Sam Mearing's Declaration of Disclosable Pecuniary and Non-Pecuniary Interests, be received.
- iii) that the appointment of Sam Mearing to serve on the Planning & Development Committee, be approved.

C 6097 Full Council Updates

There were no updates to report from the last meeting being the Annual Meeting of Council.

RESOLVED: noted.

Committee Reports

C 6098 **RESOLVED: that the draft minutes of Leisure & Amenities Committee held on 22 April 2025 and 6 May 2025, be received.**

C 6099 **RESOLVED: that the minutes of the Planning & Development Committee held on 8 April 2025, 6 May 2025 and 13 May 2025, be received.**

C 6100 Council Chair's Report

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

RESOLVED: noted.

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

C 6101 Cllr George gave the following updates from SALC:

- The central government consultation for [Proposals for Local Government Reorganisation in Surrey](#) has been sent out to the public, with a closing date of 5 August 2025.
- The consultation is on the two LGR proposals:
 - a) Elmbridge Borough Council, Mole Valley District Council and Surrey County Council propose two unitary councils:
 - 1) East Surrey (Elmbridge, Epsom and Ewell, Mole Valley, Reigate and Banstead, Tandridge)
 - 2) West Surrey (Guildford, Runnymede, Spelthorne, Surrey Heath, Waverley, Woking).
 - b) The Borough Councils of Epsom and Ewell, Guildford, Reigate and Banstead, Runnymede, Spelthorne, Surrey Heath, Waverley and Woking, and Tandridge District Council propose three unitary councils:
 - 1) East Surrey (Epsom and Ewell, Mole Valley, Reigate and Banstead, Tandridge)
 - 2) North Surrey (Elmbridge, Runnymede, Spelthorne)
 - 3) West Surrey (Guildford, Surrey Heath, Waverley, Woking)
- The proposed union between Reigate & Banstead Borough Council and Crawley Borough Council had not been included in the current review by the Government.

RESOLVED: noted.

C 6102 The CEO reported from SALC, that [the Government had published its response to the consultation on Remote Council Meetings and Proxy Voting](#), aiming to ensure that local authorities can develop appropriate policies. It had further recognised Proxy Voting concerns, suggesting that development of associated proposals for this be limited to the principal authorities. Both changes would require legislation to come into effect in due course.

Additionally, the next SALC Clerk and Councillor Forum will take place remotely on 1 July and 2 July 2025 respectively.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6103 SCC/RBBC/HTC Joint Council meetings 2025/26

The CEO reported that Cllr Easterbrook and chaired the meeting and she gave the following updates:

C 6103)

- Cllr Biggs gave an informative update Local Government Reform (LGR) Proposals, with a note of thanks to HTC for writing a letter of support to the borough council, for the three-unitary proposal as preferred option over the two-unitary option. HTC will be added to the stakeholders list to ensure appropriate input and participation during the key stages, up until final implementation.
- The campaign for traffic calming on Lee Street will be discussed at the SCC Cabinet Meeting on 24 June 2025, following a petition managed by Cllr Wotton and a letter sent from HTC.
- A letter will be sent from HTC, requesting a change in traffic priorities at the junction of Meath Green Lane and Webber Street/Hoadley Road, supported by SCC Cllr Lynch.
- Ongoing talks were taking place with Metrobus regarding transport links and reduced fares for Horley students travelling to out-of-town institutions like Reigate College.
- There were ongoing school parking concerns at The Meadway, Wheatfield Way Roundabout and Langshott Lane which were being followed up with SCC Enforcement Officers.
- SCC had begun enforcement action over illegal parking outside Costa Coffee, Victoria Road.
- The Annual Town Public Forum, held on 16 May 2025, was a great success with good public attendance and the presentation from KSS Air Ambulance was well received.
- The HTC Office Expansion project through CIL SIP 2 funding is progressing towards the tender stage.
- The next meeting will take place on 28 July 2025.

RESOLVED: noted.

C 6104**RBBC/HTC Liaison Meetings**

The CEO reported that Cllr Easterbrook chaired the meeting and Cllr Biggs joined later. The following items were discussed:

- The RBBC Deputy Chief Executive updated the group on **Local Government Reform (LGR)** and Devolution at this stage of the process.
- [A stakeholder consultation would be run by the Government](#) in mid-June for 8 weeks (**deadline: 5 August 2025**) and would be open for public comment and publicised locally. Following a review of the consultation responses, the new unitary structure was expected to be confirmed in the autumn. A Structural Changes Order is expected to be presented to Parliament early in 2026, to facilitate the election for the new shadow unitary authorities in May and full and final implementation would become effective in April 2027.
- It was intended to conduct a **Community Governance Review (CGR)** for the entire borough. This would consider the creation of new parish councils for unparished areas but allow for consideration of existing arrangements with existing town/parish councils to be reviewed or updated, subject to Executive approval. Initial submissions were anticipated to be invited between July and September, followed by consultation and draft proposals in late 2025, with publication of the final recommendation in March 2026. The Terms of reference would be considered at the Borough's Full Council meeting in June, with the effective change date for implementation in May 2027.
- Existing legal agreements between both local authorities and devolved services agreements would be reviewed by RBBC in due course. HTC has raised the matter, enquiring if these would be novated to the new unitary-structure which had yet to be confirmed.
- S106 funds were set aside to support Horley play areas; potentially £19k is allocated to date, subject to confirmation. Cllr Saunders asked for the names and scope of projects at The Acres and Westvale Park where funds were allocated and this would be followed up for response.
- The Westvale Park neighbourhood hall is due to be completed soon. Two shortlisted applicants have submitted business plans. Heads of Terms have been drafted to be sent to the GP practice.
- The Westvale southern allotment is due to be reviewed following flooding issues.
- The next meeting on 10 August 2025 is likely to be brought forward due to the LGR consultation deadline.
- Cllr Saunders asked for an update regarding the closed public toilets in Consort Way and the intention regarding their refurbishment and reopening which had yet to be decided. It was advised that agreement regarding access to the new changing places toilet at Horley Community Centre had yet to be determined which would have an impact on this decision.

- C 6104)** ➤ Cllr Saunders further requested details of the sports facilities off Orchard Drive and the proposed Town Park in the northern section, near the proposed Horley Business park and this would be followed up.

RESOLVED: noted.

Internal Audit Matters

C 6105 Internal Audit 2024/25

The RFO reported that the interim audit took place on 25 November 2024 and the final audit took place remotely on 28 May 2025. Both had no issues raised and the auditor was pleased with the Town Council's internal controls.

RESOLVED: that the Final Report of the Internal Auditor, be noted.

C 6106 Councillors' Audit Certificates

The RFO thanked Cllrs Easterbrook and Saunders for carrying out the Councillors' Audit for the final quarter of 2024/25. The audit certificate had previously been circulated in the agenda pack. It was requested that items held in the safe be itemised in the bank accounts folder. Cllr Saunders expressed his thanks to the Administrative Officer, Sophie Mandak for her hard work in putting the paperwork in sequence number order.

RESOLVED: that the Councillors' Audit Certificates for January, February and March 2025 and responses by the RFO, be noted.

C 6107 Financial Reports

The RFO advised that the financial reports were included in the agenda pack. The year-end accounts are in budget with an income of 165.8% above previous year, as the Town Council has been successful in receiving grants and CIL fund payments. Despite this, additional funds may be required for the office expansion. Cllr Saunders advised that, as the new Finance Lead, he would like to create charts and graphs from the figures for data analysis.

RESOLVED: that the following reports for January, February, and March 2025, be approved:

- i) January, February, and March 2025 Bank Reconciliations**
- ii) January, February, and March 2025 Receipts**
- iii) January, February, and March 2025 Payments**
- iv) March 2025 Summary of Accounts**

C 6108 Councillor Audit Rota for 2025/26

Members agreed the rota, subject to the following changes:

- Cllr Turner moving to 29 July 2025
- Cllr Hughes moving to 27 January 2026

RESOLVED: that the Councillor Audit Rota for 2025/26 (attached,) be agreed, subject to changes.

Annual Audit for the Year Ending 31 March 2025

- C 6109 RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2025, be approved.**

- C 6110 RESOLVED: that the Annual Governance Statement 2024/25 (Section 1), be approved.**

- C 6111 RESOLVED: that the Accounting Statement 2024/25 (Section 2) and the Annual Internal Audit Report, be approved.**

Community Foundation for Surrey – Horley Edmonds Community Fund (HECF)

- C 6112** The RFO reported that the trustee's drawdown recommendations had been circulated, proposing 4% to HECF and 1% to the Surrey Community Fund. Members agreed that as this would not align with the intention of the fund, the 5% drawdown would remain.

C 6112) ***RESOLVED: that the CFS Trustees' Drawdown Recommendations and the Town Council's response to retain the full 5% drawdown to the Horley Edmonds Community Fund (HECF) , be ratified.***

C 6113 The HECF Statement for the 12-month period from 1 April 2024 to 31 March 2025 showed support for three grant applications – St Barts Church, YMCA and Horley Lions Club Warm Over Winter Campaign, totalling £5,300.

RESOLVED: that the HECF Statement for the period 1 April 2024 to 31 March 2025, be received.

C 6114 **HTC Grants Scheme – Funding Applications**

Members considered an application from Horley Infant School for £800 to install a temperature and light regulated cabinet to house a defibrillator, which was gifted, at the front of the school. A communication has been sent asking if they would like to the defibrillator to be installed elsewhere as it is in close proximity to others in the area and no reply has been received. Cllr Marshall proposed and Cllr Saunders seconded that the grant be awarded on the condition that the defibrillator would be accessible to the public 24/7, for example mounting it on the outer fence, given that public funding is being requested; and as the grant would be paid into the bank account of the Greensand Multi Academy Trust, could confirmation be received that the funds would be ringfenced specifically for this purpose.

RESOLVED: that the grant application from Horley Infant School, in the sum of £800, be approved, subject to conditions, and the Community Foundation for Surrey be notified accordingly.

C 6115 **Operational Matters**

The CEO recited a letter from the Air Ambulance Charity (KSS), thanking the Town Council for its kind donation of £500 together with other contributions received at the Council's Annual Town Public Forum when the charity's presentation on their life-saving work was well received.

RESOLVED: that a donation of £500 through the General Power of Competence (GPC) to the Air Ambulance Charity Kent Surrey Sussex (KSS), following representation as guest speaker at the Annual Town Public Forum on 16 May 2025, be ratified.

C 6116 **Town Council Commercial Combined Insurance Renewal 2025/26**

The RFO gave a comprehensive update on the Town Council's Combined Renewal Insurance Review and market evaluation subsequently carried out by insurance brokers, James Hallam (Council Guard). It was noted that the three-year deal with Aviva was renewed with a 5% Annual Rate Escalator and this year's rate increase was waived.

RESOLVED: that

- i) the payment of the annual Combined Insurance Premium from Aviva, in the total sum of £13,337.48 (including IPT and administration charge), be ratified.***
- ii) the payment of the annual Personal Accident Premium from Aviva, in the total sum of £524.41 (including IPT and administration charge), be ratified.***
- iii) the payment of the Town Council's separate annual Cyber Protection Policy for 2025/26 in the total sum of £1,088.16 (including IPT and administration charge), be ratified.***
- iv) the renewal of the three-year long-term agreement (LTA) with Aviva, which expires in June 2026, resulting in a 5% discount, be noted.***

C 6117 **Handelsbanken Banking Arrangement**

The RFO explained that this bank account had been opened for the office expansion project funds as it achieves a high rate of interest. However, a formal mandate from the Town Council is required for the CEO and Assistant CEO/RFO to access the online account, which was agreed.

RESOLVED: to approve that the Chief Executive Officer and RFO be the banking signatories for Horley Town Council and have access to the online Handelsbanken account.

Working Groups

C 6118 Environment Working Group

Cllr Avery gave a report of the Environment Working Group meeting held on 3 June 2025 and thanked members for being re-appointed as for another year. The meeting notes would be circulated to members shortly.

RESOLVED: noted.

Outside Bodies

C 6119 RBBC Borough Standards Committee

Cllr Hughes reported that she had given her apologies to the Borough Standards Committee meeting held on 11 June 2025, at which time, the Chair and Vice-Chair were elected. No other business was transacted.

RESOLVED: noted.

C 6120 Royal British Legion

Cllr Marshall reported that a commemorative event is planned to be held in the town to mark VJ Day on Saturday 16 August 2025, following a similar format to VE Day. Additionally, the minutes of the last RBL meeting had also been circulated, for information.

RESOLVED: noted.

C 6121 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project

The RFO provided an update on the HTC office expansion project. The technical and mechanical plans have been received from architects, MVL. Following feedback from staff and the Office Expansion working group, it was agreed for the kitchen to remain in its current location and expand it to create an open plan kitchen/staff room area. Part of the current storeroom would be used for this and the remainder used as a smaller storeroom. This would be more cost effective, saving on moving the kitchen appliances and no skylight would be required. The additional back entrance is not required, the disabled toilet window is to be moved instead of removed, and the entry doors are to be automatic. Once the final designs are received from the architects, the tender process can commence, in accordance with financial regulations. HTC is currently compiling a Travel Plan which is the final requirement in the Planning Conditions.

RESOLVED: noted.

Communications Received

C 6122 The CEO reported receipt of the latest Neighbourhood CIL Report to HTC, for the period 16 March to 15 June 2025.

Cllr Marshall shared a letter of thanks from Peter Moxley regarding the skittles tournament, which exceeded its target. Cllr Saunders thanked Cllr Marshall for organising the team.

RESOLVED: noted.

C 6123 Diary Dates

24 June 2025, 6.00pm: HTMG Meeting
26 June 2025, 6.30pm: LGR and Devolution Training
1 July 2025, 7.30pm: Leisure Committee Meeting
2 July 2025 at 7.30pm: SALC Councillor Forum
15 July 2025 at 7.30pm: Planning Committee Meeting

C 6123) **RESOLVED: noted.**

C 6124 **Items for Future Consideration**

No items were raised.

RESOLVED: noted.

C 6125 **Press Release**

The latest award of grants through the Horley Edmonds Community Fund and update on the RBBC CIL SIP projects.

RESOLVED: noted.

C 6126 **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 6127 **Council CCTV Upgrade and Service Contract**

CONFIDENTIAL

Members considered the recommendations for contract award for the CCTV Upgrade and Service Contract, to be covered by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £25,000 plus VAT.

RESOLVED: noted.

Meeting closed at 9.11pm

Date of next meeting: 29 July 2025