



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 29 July 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 private briefing was given by Reigate and Banstead Borough Council on modernisation proposals for Horley Community Centre, Albert Road, Horley RH6 7JA.

C 6128 Apologies and Reasons for Absence

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

C 6129 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Avery, Cllr Baird and Cllr Baker declared a non-pecuniary interest in Item 15 on the agenda (Horley Community Centre refurbishment proposals) as they are members of the Community Partnership Committee.

RESOLVED: noted.

C 6130 Public Forum

One member of the public attended the meeting to observe.

RESOLVED: noted.

C 6131 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [17 June 2025](#), be approved.

C 6132 Full Council Updates

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

The CEO reported that the tender for the expansion works had been advertised and received numerous views. As the project consultants had advised full closure of the building during the works for up to six months to comply with fire and other safety regulations, alternative staff working arrangements would be investigated. Current options are Horley Community Centre and Horley Baptist Church. The Community Centre would only be available for part of the week and the space would be offered on a quid pro quo basis through later use of Town Council facilities, during their planned refurbishment next year, subject to availability. The Church would be more costly but would be available for the whole week and could also accommodate council meetings. A further update would be provided at the next Committee meeting.

C 6132) **RESOLVED: noted.**

Committee Reports

C 6133 **RESOLVED: that the unapproved minutes of the Leisure and Amenities Committee held on [1 July 2025](#), and the Planning and Development Committee held on [15 July 2025](#), be received.**

C 6134 **RESOLVED: that the approved minutes of the Planning and Development Committee held on [10 June 2025](#), be received.**

C 6135 Council Chair's Report

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

RESOLVED: noted.

C 6136 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

Cllr George gave the following updates from SALC:

- Recent meetings and discussions primarily focused on **Local Government Reorganisation (LGR) in Surrey** and the [Community Governance Review \(CGR\) of the Reigate and Banstead borough](#) (now underway). SALC are continuing to work with Surrey County Council (SCC) to ensure that town and parish councils are recognised for the valuable work they do for the community.
- A pilot study would be carried out in certain areas regarding Neighbourhood Area Committees.
- Two thirds of the county is unparished and SCC is receiving interest in the potential for establishing new town and parish councils.
- It is anticipated that subscription rates to the County Association, will rise to support the impact of LGR and following reorganisation.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6137 SCC/RBBC/HTC Joint Council meetings 2025/26

The Assistant CEO reported that the meeting was held on 28 July and chaired by Cllr Easterbrook. He gave the following updates:

- RBBC is looking at parking enforcement outside Costa in Victoria Road. SCC has installed bollards on its portion of the land but not on RBBC's portion. RBBC will be installing bollards to block the remaining area to prevent parking and propose to relocate planters from the High Street as an interim solution.
- RBBC is keeping the Town Council informed on developments at the Four Points Hotel and is working closely with the police regarding any potential disruption from protests.
- A CGR public engagement event was held on 23 July 2025 with a reportedly low turnout from the public.
- Traffic calming at Lee Street was discussed and Vehicle Activated Signs (VAS) were suggested as an alternative lower cost calming measure, which could be given consideration by the Town Council.
- An update was provided on road safety assessments outside schools by SCC. The report recommended a 20mph speed limit and works to the footpaths outside schools, including a slight extension to the pavement near Langshott School. The recommendations will be sent to SCC for approval.
- The tender for the HTC office expansion project had gone live with a six-week closing date.

C 6137)

- HTC has submitted six funding bids to RBBC from its Strategic CIL SIP 2 allocation, to support local infrastructure projects.
- Both HTC and RBBC have drafted their respective responses to the LGR consultation on the new unitary structure proposals for Surrey and agreed to share them for review. It was reported that SCC has sent a formal response to the consultation which was in support of a two-unitary option over a three-unitary structure.
- There are ongoing issues at the Meath Green Lane/Westvale junction with illegal turns, damaged bollards and ineffective enforcement. This is to be discussed at a future Planning Meeting.
- The next meeting will be held on 29 September 2025.

RESOLVED: noted.

C 6138

RBBC/HTC Liaison Meetings

It was noted that the next RBBC/HTC Liaison meeting will be held on 20 August 2025 (subsequently rearranged on 27 August). Members were asked to submit any items for the agenda to the CEO in advance of the meeting.

RESOLVED: noted.

Outside Bodies

C 6139

Horley Community Partnership

The CEO advised that the latest **Horley Impact Report**, previously circulated to Members, featured community development in Horley. The key priorities of the Action Plan had included Court Lodge, Riverside Gardens Estate and Westvale Park. The next meeting of the partnership had yet to be convened.

RESOLVED: noted.

C 6140

Royal British Legion

It was noted that the latest minutes had been circulated for information.

RESOLVED: noted.

C 6141

Local Government Reorganisation (LGR)

Cllr George provided an update from the LGR Working Group meeting held on 19 June 2025, the notes from which had been previously circulated to Members. It was noted that Borough and District Councils are required to send a list of assets to the Government. A Section 24 Notice is to be issued by the end of March 2026. HTC had made requests to RBBC for confirmation that the existing legal agreements between both councils will continue to be legally binding following devolution. HTC is also looking to engage Surrey Hills Solicitors as legal advisers. Cllr George commended the CEO on a very comprehensive response to Surrey LGR stakeholder consultation which had been well received by RBBC.

RESOLVED: that the Town Council's response to the Government consultation on proposals for Local Government Reorganisation in Surrey, be ratified and published on the Town Council website.

C 6142

Community Governance Review - Closing Date: 18 September 2025

Members considered the Town Council's response to the Community Governance Review (CGR), undertaken by the Borough Council. It was agreed that the review is a positive step, as

C 6142) Town and Parish Councils play a vital role in delivering local services, empowering communities and ensuring that governance arrangements across the borough remain strong and representative.

A Full Area Review should also be welcomed as an opportunity to highlight the work of HTC and celebrate its many achievements as an ambitious and proactive council. The creation of new first tier councils in non-parished areas should similarly be supported as a positive way forward for local democracy and to ensure that all areas are on an equal footing in terms of local services and taxation. It was further agreed by Members to consider Community Asset Transfers once further information, requested from RBBC, becomes available.

It was noted that Cllr Turner will additionally be drafting a new Ward Boundary Proposal for Full Council consideration. He shared his initial thoughts with the Committee, with reference to the last statutory review by the Local Government Boundary Commission for England which did not present positive outcomes for Horley, especially smaller wards with only one Member representation. This review would therefore present another opportunity to reconsider internal ward boundaries to be more equal in size.

RESOLVED: that the draft response to the Reigate and Banstead Borough Council consultation on the Community Governance Review, be amended for final approval at the next Full Council meeting in September.

C 6143 Communications Working Group

Cllr Easterbrook provided an update on the Communications Working Group meeting which was held on 8 July 2025. Some website enhancements had been suggested and cost implications would be followed up. The SLCC Gold Award accreditation was under review. Improved communications with hard-to-reach residents, via leaflet drops, RH6 magazine, posters, local radio were ongoing.

RESOLVED: noted.

HTC Grants Scheme

C 6144 Funding Application: Stripey Stork

RESOLVED: that the end of grant report from Stripey Stork, confirming the purchase new racking for its new warehouse, be received.

C 6145 The Assistant CEO reported that the Town Council has received a grant enquiry from a female only football club, requesting financial assistance for buying new kit and an application form had been provided.

RESOLVED: noted.

C 6146 Strategic CIL SIP (2) 2025 Review

The CEO advised that six separate bids had been submitted to RBBC through the new allocation of £500k Strategic SIP CIL (2) fund, towards delivery of infrastructure projects within the current SIP 2 period, as follows:

1. Innes Sports Pavilion Integrated Security and Environmental Enhancements
2. Court Lodge Outdoor Gym and Community Wellbeing Plan
3. Horley Recreation Ground Security and Accessibility Improvements
4. Horley Town Office Remodelling and Staff Amenity Improvements
5. Michael Crescent Park Infrastructure Improvements
6. Michael Crescent Open Air Fitness Facility for Community Wellbeing

C 6146) The scheme had only recently been made known with a short application deadline of four weeks. The applications were hand delivered to Reigate Town Hall and the RBBC CIL team later confirmed all of them had met eligibility criteria for consideration amongst the other applications received. These will be assessed during the month of August and decisions will be made in September. A further update will be provided at the next Committee meeting.

RESOLVED: that the six listed bids for new projects, made by the Town Council under the Strategic CIL SIP (2) 2025 Scheme, be ratified.

C 6147 Horley Community Centre Refurbishment Proposal - Closing Date: 10 August 2025

Members considered the Town Council's response to the public survey on modernisation proposals for Horley Community Centre, following the earlier presentation. A draft response would be prepared for ratification at the next Committee meeting.

RESOLVED: that the Town Council's responses to Reigate & Banstead Borough Council on the Horley Community Centre Refurbishment proposals, be ratified at the next Committee meeting.

C 6148 Diary Dates

19 August 2025, 7.30pm: Interim Planning Meeting
20 August 2025, 6.00pm: RBBC/HTC Liaison Meeting

RESOLVED: noted.

C 6149 Items for Future Consideration

No items were raised.

RESOLVED: noted.

C 6150 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 6151 Confidential Minutes

CONFIDENTIAL

RESOLVED: that the Confidential Minutes of the Council Meeting held on 17 June 2025, be approved.

C 6152 Innes Sports Pavilion Replacement Windows and Landscaping Project

CONFIDENTIAL

Members considered the Recommendation Report for the contract award of security and infrastructure improvement works at the Innes Sports Pavilion, to be covered either through the Strategic CIL SIP (2) Project bid or by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £17,000 plus VAT.

RESOLVED: noted.

Meeting closed at 9.00pm

Date of next meeting: 9 September 2025