



# HORLEY TOWN COUNCIL

## Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 16 September 2025 at 7.30pm

<b>Present</b>	<b>Cllrs</b>	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

<b>In Attendance</b>	J Walsh (Chief Executive Officer) (CEO)
	S Adeniji (Assistant Chief Executive Officer and RFO)
	J Stay (Planning and Support Officer)

### C 6153 Apologies and Reasons for Absence

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

### C 6154 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None were declared.

**RESOLVED: noted.**

### C 6155 Public Forum

No members of the public were present.

**RESOLVED: noted.**

### C 6156 Minutes

**RESOLVED: that the Minutes of the Annual Council Meeting held on [29 July 2025](#), be approved.**

### C 6157 Full Council Updates

#### C 6152 Innes Sports Pavilion Replacement Windows and Landscaping Project

The CEO reported that the project will start once the results of the funding bid from the Strategic CIL SIP (2) scheme are made known. If the bid is unsuccessful, HTC will cover the costs from its own CIL fund. She added that another funding application would be made to the SCC Your Fund Surrey scheme to replace the fascia boards to complete the windows refit.

**Supplementary Note:** The Strategic CIL SIP (2) AH-12 project was subsequently confirmed from a successful bid with £14,819 allocated, subject to completion of the Spending Agreement.

**RESOLVED: noted.**

### C 6158 Committee Reports

**RESOLVED: that the unapproved minutes of the Planning and Development Committee held on [19 August 2025](#), be received.**

**C 6159**

**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 6160**

The CEO confirmed that the SALC AGM and Conference will be held on 13 November 2025 and asked for Members to advise if they wish to attend in person or remotely.

**RESOLVED: noted.**

**C 6161**

Cllr George gave the following updates from SALC:

- SALC continues to meet with Surrey County Council Directors and Officers regarding LGR.
- A letter from former Minister Jim McMahon OBE MP confirmed that new local councils can be established with precepting powers.
- Cllr George and the Salfords & Sidlow PC Clerk had met with Councillors and Resident Association Members from north of the borough to discuss formation of new local councils, at their request and to give some guidance. They were referred to SALC for next steps.
- There are four pilot Neighbourhood Area Committees (NACs) being set up across the county. Based upon a population of c50,000, the Reigate and Banstead area would require three NACs. The final decision would be confirmed by the new unitary council.
- With the change of Minister, the timings for decisions on the new Surrey unitary structure and elections will be confirmed but no delays to the current timetable were anticipated.
- In anticipation of the creation of new councils requiring support, SALC is reviewing its organisational structure and resources.

**RESOLVED: noted.**

**C 6162**

The CEO reported that the Town Council had been selected to take part in an LGR and Devolution study by a public sector consultancy, to highlight the benefits of town and parish councils to the community. The final report will feature two case studies based on the Café Pavilion project at Horley Recreation Ground and administering the popular sports pitches at Court Lodge fields.

**RESOLVED: noted.**

**Borough, County Council and Other Updates**

**C 6163**

**RBBC/HTC Liaison Meetings**

The CEO gave a detailed report of the meeting held on 27 August 2025, chaired by RBBC Leader Cllr Biggs and attended by Borough and Town Council Members which covered the following key updates:

- **Local Reorganisation of Surrey:** A decision by government regarding Surrey's Unitary Structure is expected in October 2025.
  - MHCLG had consulted the borough and district councils on the Structural Change Order (SCO) to implement local government reorganisation through the Section 24 Direction, allowing them opportunity to give input on the proposals by 5 September 2025. This included transitional governance by the shadow authorities, interim structures and transferring functions. They could also influence matters concerning ward boundaries and patterns as well as asset transfers, however the Secretary of State would have the final say.
  - RBBC had offered to participate in a voluntary Joint Committee for East Surrey before the SCO is made.

C 6163)

- As part of the stakeholder engagement, a request had been made not to change the Parish Council Elections due in 2027 and 2031.
- RBBC's response had since been shared with HTC and circulated to Members.
- **Reigate and Banstead Community Governance Review (CGR):** HTC had drafted a detailed response which included a Ward Boundary Proposal for the internal Horley wards. The Draft Recommendations were expected to be published in the autumn.
- **Community Asset Transfers:** The Borough Council's draft Policy and Community Asset Scheme would be considered by the RBBC Executive in September. The Town Council's keen interest and willingness for asset transfers and devolved services had been recorded and would be responded to in due course.
- **Section 106 Allocations to support play area upgrades:** HTC requested details on the financial position regarding ring-fenced funds to support local areas, including The Acres and Westvale Park together with details of sports facilities off Orchard Drive and town park designation.
- **Bolters Wood:** The transfer of ownership to the borough council would be implemented in due course.
- **Next Meeting:** 20 November 2025.

**RESOLVED: noted.**

C 6164

#### **SCC/RBBC/HTC Joint Council Meeting**

It was noted that the next meeting will be held on 29 September 2025 and the CEO requested items for the agenda to be emailed as soon as possible.

**RESOLVED: noted.**

#### **Local Government Reorganisation and Devolution**

C 6165

#### **Reigate and Banstead – Community Governance Review (CGR)**

Members considered the Town Council's response contained in the CGR survey questionnaire together with a detailed accompanying letter, supporting inter alia, a full area review. The CEO highlighted an additional paragraph to be included which detailed other significant work and accomplishments by the Town Council in recent years and this was agreed by the committee.

**RESOLVED: that the Town Council's detailed response to the Reigate & Banstead Community Governance Review (CGR) contained in the survey questionnaire and accompanying letter, be approved and published on the [HTC website](#)**

C 6166

#### **Draft Horley Parish Ward Boundary Proposal**

Members considered the Draft Horley Parish Ward Boundary Proposal by the Town Council, to be included in the formal submission to RBBC. Cllr Turner was commended for the thorough work he had undertaken in preparing the proposal, supported by detailed analysis of published electoral statistics and forecasts.

**RESOLVED: that the Town Council's Draft Horley Parish Ward Boundary Proposal to be included in the Community Governance Review (CGR) response, be approved and submitted to Reigate and Banstead Borough Council.**

#### **Internal Audit Matters**

C 6167

**RESOLVED: that the Councillors' Audit Certificates for April, May and July 2025, be received.**

C 6168

**RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 30 June 2025, be approved.**

**RESOLVED:** *that the adjustment to the cycle of meetings with the postponement of the Council Meeting on 9 September and rescheduled to 16 September 2025, be ratified.*

**Outside Bodies**

**C 6170 Horley Community Partnership**

It was confirmed that the next meeting will take place on 2 October 2025.

**RESOLVED:** *noted.*

**C 6171 Royal British Legion**

Cllr Marshall reported that preparations were underway for the commemorative Remembrance events locally and the next RBL Horley branch meeting will take place on 30 September 2025. The starting point of the parade may move to the precinct and Albert Road as the Consort Way car park is now too small to accommodate the procession (subject to confirmation in due course). The CEO confirmed that HTC will print 800 copies of the Order of Service, as in previous years. Cllr Marshall thanked members for their support with VJ Day and the Memorial Service for the late Duchess of Kent.

**RESOLVED:** *noted.*

**C 6172 Council Policies**

**RESOLVED:** *that the draft Allotment Policy (including Plot Eviction and Appeals Procedure) be approved for adoption.*

**C 6173 HTC Environment Working Group (EWG)**

Cllr Avery gave a report of the Environment Working Group meeting held on 2 September 2025, the notes of which have been circulated. Surrey Wildlife Trust had suggested ideas and projects which will be presented at the next Leisure Committee.

**RESOLVED:** *noted.*

**C 6174 RBBC Consultation – Horley Community Centre Modernisation Proposals**

**RESOLVED:** *that the Town Council's response to the public engagement initiative, be ratified.*

**C 6175 Christmas 2025**

The arrangements for the **Councillor Christmas Hospitality Event** at Horley Community Centre, Albert Road were discussed which would be on the same day as the Christmas Fair and Carol Service, on Saturday 13 December 2025. Cllr Marshall agreed to organise the refreshments with help from fellow Members. Additionally, the Christmas tree has been ordered for installation on 24 November 2025.

**RESOLVED:** *noted.*

**C 6176 Communications Received**

The Assistant CEO reported that the external auditor confirmed HTC has passed the audit with no issues raised. Additionally, the latest CIL Financial Report for 16/06/25-15/09/25, was received.

**RESOLVED:** *noted.*

**C 6177**

**Diary Dates**

23 September 2025, 7.30pm: Full Planning Meeting  
26 September 2025, 6.30pm: Horley in Bloom Awards Evening  
29 September 2025, 5.00pm: SCC/RBBC/HTC Joint Council Meeting (Remote)

**RESOLVED: noted.**

**Items for Future Consideration**

**C 6178**

The CEO advised that HTC should receive more information on the six bids applied for through the extra Ad Hoc CIL SIP (2) funding scheme and also the SCC Your Fund Surrey Community Project scheme which will be reported on in detail at the next meeting.

**RESOLVED: noted.**

**C 6179**

**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 6180**

**Confidential Minutes**

**CONFIDENTIAL**

**RESOLVED: that the Confidential Minutes of the Council Meeting held on 29 July 2025, be approved.**

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

**CONFIDENTIAL**

**C 6181**

Cllr Marr gave a detailed report on the project and progress to date.

**RESOLVED: noted.**

**C 6182**

Members considered the recommendations for the Contract Award for the building works, in an amount up to and not exceeding £600,000 ex-VAT together with a tentative start date of 2 October 2025.

**RESOLVED: noted.**

**C 6183**

Members considered the recommendation for the allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £100,000 towards the total cost of the project.

**RESOLVED: noted.**

**C 6184**

Members considered the proposal for the temporary relocation of Horley Town Council office to a hired office space at Horley Baptist Church (289 Court Lodge Road, Horley RH6 8RG) together with conference room facilities for Council Meetings, for an approximate six-month duration to complete the building works, in an amount up to and not exceeding £12,000.

**RESOLVED: noted.**

**Meeting closed at 8.37pm**

**Date of next meeting: 28 October 2025**

**Please Note: Until further notice, future meetings of Horley Town Council will be held at Horley Baptist Church (Ramsay Room, Ground Floor), 289 Court Lodge Road, Horley RH6 8RG until completion of the buildings works at the Town Council offices which are now underway. Further information is available on our [website](#).**