

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Planning and Development Committee held on 21 October 2025 at 7.30pm



Present Cllrs Michael Blacker Mike George Martin Saunders
Victoria Chester * Jerry Hudson Tom Turner**
Lynnette Easterbrook Cec Hughes Steve Wotton
Emma Fagan * Sam Mearing

* Absent

**In Attendance

Remotely

Also Present Joan Walsh, Chief Executive Officer (CEO)
Sophie Mandak, Administrative Officer

P 7999 Apologies and Reasons for Absence

RESOLVED: that the apologies from Cllr Chester and Cllr Fagan, be received and accepted. Cllr Turner and the Planning Support Officer attended remotely.

P 8000 Disclosable Pecuniary Interests and Non-Pecuniary Interests

It was declared that as Cllr Blacker and Cllr Hudson are members of the Reigate and Banstead Borough Council Planning Committee, the views expressed by them at the meeting may change.

RESOLVED: noted.

P 8001 Approval of Minutes

Planning and Development Committee held on 23 September 2025.

RESOLVED: that the minutes of the Planning and Development Committee meeting, held on 23 September 2025, be approved.

P 8002 Planning Updates

P 7914 RBBC Delivering Change Updates - Horley Community Centre Refurbishment Project:

The CEO reported that the Borough Council intended to set up an Advisory Group to give input on the project as plans come forward. HTC officers had been invited to participate along with community group volunteers. The HTMG Group Chair has expressed an interest in joining the forum.

Additionally, the High Street public realm works were reportedly timetabled for January to avoid disruption to the Christmas Fair but were subject to confirmation by the principal authorities.

RESOLVED: noted.

P 8003 Determined Planning Applications

Members reviewed the list of Planning Applications determined for the period 19 September 2025 to 16 October 2025.

RESOLVED: noted.

Members of the Planning and Development Committee:

Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Mearing, Saunders, Turner, Wotton

P 8004 Registered Planning Applications

Planning Applications received from Reigate & Banstead Borough Council for the period 19 September 2025 to 16 October 2025.

RESOLVED: that the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.

P 8005 Planning Appeals

It was reported that planning permission has been granted for 2 planning appeals [24/00048/E_EN APP/L3625/C/24/3345298](#) – Land Adjacent to Saxon House, Haroldslea Drive, Horley, Surrey RH6 9PH | Without planning permission, the material change of use of the land from amenity land of Saxon House, Haroldslea Drive, Horley, Surrey RH6 9PH to a gypsy/traveller site, including the siting of a mobile home and the laying of a new access track. And [24/02192/HHOLD APP/L3625/D/25/3368597](#) – 15 Woodroyd Gardens, Horley Surrey RH6 7LP | Rear extension. As amended on 10/03/2025.

RESOLVED: noted.

P 8006 Ongoing Planning Matters

No matters were raised.

RESOLVED: noted.

P 8007 Highways and Transport Matters

- i) **Westvale Park /Meath Green Lane Crossing with Webber Street and Hoadley Road**
It was noted that reply to the Town Council's letter, dated 28 May 2025, to the SCC Cabinet Member for Highways Transport and Economic Growth, Cllr Matt Furniss had not been received and it was agreed that the matter be followed up with his office. (A reply was subsequently received on 28 October.)
- ii) **Flooding outside Tesco Express, Brighton Road, Horley** – The Committee requested that the matter be followed up with a letter to Surrey Highways for remedial works to be actioned to prevent flooding outside Tesco Express and the need for appropriate dropped kerb accessibility on the crossing opposite the store which is often obstructed by parked cars. The exchange of correspondence would also be shared with Chris Coghlan MP.
- iii) **Broken Bus Gate, Brookfield Drive, The Acres** – Cllr Saunders reported that no further action had been taken since SCC Highways Officers planned a road closure to carry out an inspection on the highway and repairs carried out. The matter is to be followed up by HTC with Surrey Highways residents for an urgent response and resolution, on behalf of numerous concerned.

RESOLVED: noted.

P 8008 RBBC Air Quality Action Plan and Strategy Consultation

The CEO explained that the RBBC consultation forms part of the **Borough Council's Draft Air Quality Action Plan & Strategy** over the next 5 years which had been made compulsory by DEFRA, regardless of the local government reorganisation of Surrey. It focuses on reducing vehicle use by encouraging active travel, managing traffic flows and enhancing infrastructure. Other measures relate to ultrafines (airborne particles) which are unique to Horley together with aims to reduce traffic pollution. Included in the Town Council's response was a suggestion that an Electric Vehicle

Members of the Planning and Development Committee:

Cllrs Blacker, Chester, Easterbrook, Fagan, George, Hughes, Hudson, Mearing, Saunders, Turner, Wotton

P 8008) Charging Point (EVCP) be installed outside the Council offices as part of the on-street roll-out programme by the principal authorities. The RBBC Environmental Health Officer was very pleased to receive the Town Council's detailed response to the consultation.

RESOLVED: that the Town Council's response to the RBBC Air Quality Action Plan and Strategy Consultation, be ratified.

P 8009 Precept 2026/27

Members confirmed that there are no precept requirements for 2026/2027 from the Planning and Development Committee, noting that training costs would be covered by the Town Council's training budget.

RESOLVED: noted.

P 8010 Communications Received

From	Subject	Date	Action
A resident	Part night street lighting on Ladbroke Road.	27 September 2025	Noted.
A resident	Loss of the Factory Shop closing down.	10 October 2025	Cllr Saunders contacted resident.

RESOLVED: noted.

P 8011 Diary Dates

- Tuesday 28 October 2025, 7.30pm – Full Council (Horley Baptist Church)
- Tuesday 11 November 2025, 6.00pm – Horley Town Management Group (HTMG) - (Virtual)

RESOLVED: noted.

P 8012 Press Release

RESOLVED: that comments on the Planning Applications be released to the press and placed on the Town Council website.

Meeting closed at 8.22pm

Date of next meeting: 18 November 2025

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

01. RBBC Letter Dated: 09/09/25	<u>25/01607/HHOLD</u>
LOCATION:	66 Castle Drive, Horley, Surrey RH6 9DE
DESCRIPTION:	Erection of a single storey garden room in the side of the garden.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	The proposed location for the garden room has a dominant effect on the local visual amenity. HTC would suggest this could be mitigated with the introduction of soft landscaping on the sides fronting the road.

02. RBBC Letter Dated: 15/09/25	<u>25/01505/HHOLD</u>
LOCATION:	121 Balcombe Road, Horley, Surrey RH6 9BG
DESCRIPTION:	Proposed car port with hipped roof
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

03. RBBC Letter Dated: 18/09/25	<u>25/01608/F</u>
LOCATION:	J Russell & Co, 39 Albert Road, Horley, Surrey RH6 7HB
DESCRIPTION:	Demolition of existing buildings and the erection of four flats and one studio
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objection in principle, however Horley Town Council is concerned about the under-provision of car parking spaces in relation to the number of dwellings proposed. The Council also has concerns regarding tree protection measures and the potential impact of the tree located at the rear of the site.

04. RBBC Letter Dated: 19/09/25	<u>25/01456/HHOLD</u>
LOCATION:	2 Broadmead, Langshott, Horley, Surrey RH6 9XB
DESCRIPTION:	Single storey front extension
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

05. RBBC Letter Dated: 22/09/25	<u>25/01700/F</u>
LOCATION:	Flat Shell, 2-5 Lincoln Close, Horley, Surrey RH6 7DX
DESCRIPTION:	Replacement of existing single glazed timber and double glazed PVCu casement windows to PVCu double glazed casement windows. Replacement of main entrance single glazed timber door to aluminium double glazed door.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

06. RBBC Letter Dated: 22/09/25	<u>25/01698/F</u>
LOCATION:	Flat Shell, 9-15 Lincoln Close, Horley, Surrey RH6 7DX
DESCRIPTION:	Replacement of existing timber single glazed and PVCu double glazed casement windows to PVCu double glazed casement windows. Replacement of existing single glazed timber door with aluminium double glazed door.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

07. RBBC Letter Dated: 22/09/25	<u>25/01699/F</u>
LOCATION:	Flat 15-24, Oakley House, Norfolk Close, Horley, Surrey RH6 7DW
DESCRIPTION:	Replacement of existing single glazed timber windows with double glazed PVCu windows. Replacement of existing single glazed timber balcony doors with double glazed PVCu balcony doors. Replacement of existing main entrance single glazed timber doors with double glazed aluminium door.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

08. RBBC Letter Dated: 01/10/25	<u>25/01731/HHOLD</u>
LOCATION:	81 Campbell Grove Horley Surrey RH6 8PL
DESCRIPTION:	Proposed outbuilding.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

09. RBBC Letter Dated: 02/10/25	<u>25/01471/F</u>
LOCATION:	Shiraz 11 Massetts Road Horley Surrey RH6 7PR
DESCRIPTION:	Erection of a first floor extension and change of use of the first floor to restaurant.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections, as Horley Town Council supports the improvement and enhancement of businesses within the Town Centre.

10. RBBC Letter Dated: 03/10/25	<u>25/01663/HHOLD</u>
LOCATION:	14 Furze Close Horley Surrey RH6 9SL
DESCRIPTION:	Loft conversion with 3 pitched roof dormers
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objection

11. RBBC Letter Dated: 13/10/25	<u>25/01702/HHOLD</u>
LOCATION:	114 Balcombe Road Horley Surrey RH6 9BW
DESCRIPTION:	First floor rear extension.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objection

12. RBBC Letter Dated: 14/10/25	<u>25/01806/S73</u>
LOCATION:	Hatch End Apperlie Drive Horley Surrey RH6 9EU
DESCRIPTION:	Conversion of an existing stable building into habitable accommodation, ancillary to the use of the main dwelling-house. Variation of condition 3 or permission 25/00902/HHOLD. Removal of timber material requirement for bi-folding doors.
HORLEY TOWN COUNCIL COMMENTS Ratified 21/10/25	No objections

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

Tree Works (Non-Felling)

A. RBBC Letter Dated: 15/09/2025	<u>25/01654/TPO</u>
LOCATION:	9 Newlands Close, Horley, Surrey RH6 8JR
DESCRIPTION:	2m crown reduction on an oak tree.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

B. RBBC Letter Dated: 11/09/2025	<u>25/01629/TPO</u>
LOCATION:	14 Hedingham Close, Langshott, Horley, Surrey RH6 9NB
DESCRIPTION:	G2 – 2 x pine (third party tree) – reduce branch length by 2-3 metres on all branches over hanging 14 Hedingham Close, full crown height. G2 is two large pine trees overhanging a child's play area in the client's garden (please see map). The works will reduce the risk of more deadwood falling out the tree onto the play area. The works will improve the aesthetics of the tree and balance the crown.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

C. RBBC Letter Dated: 18/09/2025	<u>25/01691/TPO</u>
LOCATION:	Street Record, Langwood Drive, Horley Surrey RH6 9FH
DESCRIPTION:	T1 Oak – remove broken failed branch back to main stem due to overhanging footpath
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

D. RBBC Letter Dated: 18/09/2025	<u>25/01690/TPO</u>
LOCATION:	2 Langwood Drive, Horley, Surrey RH6 9FH
DESCRIPTION:	T1 Oak – reduce canopy overhanging garden no 2 by 1.5-2m to excessive bird waste being produced on lawn and decking areas.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

E. RBBC Letter Dated: 06/10/2025	<u>25/01755/TPO</u>
LOCATION:	Oatlands Warltersville Way Horley Surrey RH6 9EP
DESCRIPTION:	T1 lime to reduce the overall size of of crown by 3 meters. To crown thin by 15%. To remove large epercormic growth growing throughout the crown. To reduce basal trunk growth down to 3 meters. This tree is causing excessive shading to the flats and patio area below
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

F. RBBC Letter Dated: 06/10/2025	<u>25/01783/TPO</u>
LOCATION:	20 Ferndown Horley Surrey RH6 8ED
DESCRIPTION:	T1 - Oak located at back of property. reduce crown height and spread by 1.5-2 metres back to suitable growth points. Remove Epicormic growth from trunk and thin/clean out crown by 15%
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

G. RBBC Letter Dated: 06/10/2025	<u>25/01724/TPO</u>
LOCATION:	Rear Of Garage Block Sarel Way Horley Surrey RH6 8EW
DESCRIPTION:	Multi trunk/stemmed Poplar tree that is located to the rear of a garage block. This tree is made up of five trunks, two have been cut down to between 2.5 metre-4 metres from ground level. The base of the tree has pockets of damp and possible rot and concerns that the base could split, causing damage to the garage block and nearby properties. Reduction in height of between approximately 7.5 – 10 metres.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 19 September 2025 – 16 October 2025
To see plans please CTRL+click on the application number to follow the link

H. RBBC Letter Dated: 08/10/2025	<u>25/01761/TPO</u>
LOCATION:	12 Hedingham Close Langshott Horley Surrey RH6 9NB
DESCRIPTION:	T1 Oak - Prune to reduce the crown volume by 15%, this means branch shortening of 1m strictly pruning to appropriate growth points. The reason is to maintain the tree size, preventing requirement for a hard cut back in future. T2 Oak - Tip prune the lateral branches that are adjacent to the house, shortening branches by 0.75m, strictly to appropriate growth points. The reason is to reduce weight and sail area. Crown lift the two low limbs that are above the neighbours parking area.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

I. RBBC Letter Dated: 10/10/2025	<u>25/01813/TPO</u>
LOCATION:	Kiosk A Victoria Square Consort Way Horley Surrey
DESCRIPTION:	T1 - Pavement x1 plane tree reduce back all lower branches encroaching onto Twin Peaks Sandwich Bar by 2 metres, reduce back all branches encroaching onto Morrisons by 2 metres. Outgrowing surrounding area, large tree in close proximity to buildings, part of a regular maintenance program to maintain tree at a suitable size for its location, encroaching onto properties and causing a nuisance to local residents.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.