



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 28 October 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)

C 6185 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Avery, Beech and Hughes, be accepted. Cllr Turner and the Planning Support Officer attended remotely.

C 6186 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Baker and Cllr Marshall declared a Non-Pecuniary Interest in item 19 of the agenda as they are both members of the British Legion Committee.

RESOLVED: noted.

C 6187 Public Forum

A member of the public addressed the Committee on behalf of residents of Cambridge Lodge Park concerning the following matters:

1. **The cycle path on the pavement outside the Cambridge Hotel has no white road markings to indicate who has right of way and is considered dangerous for both drivers exiting the park across the cycle path with cyclists also using it.**
2. **As the 100 bus no longer stops outside the Cambridge Hotel, there is no public transport into the town centre and the GP surgery.**
3. **The speaker queried the rumours of housing development on the land behind Cambridge Park and the impact this may have for residents.**

The Chair thanked the speaker for their comments and invited the Committee to respond.

Cllr George advised that the Town Council will enquire with Surrey Highways again regarding the cycle way to request signage indicating right of way.

Cllr Marshall advised that Surrey Connect may be contacted directly to request a bus which is not on a bus route as an on-demand bus service. Cllr George advised that the Town Council will enquire with Metrobus regarding the revised 100 bus route.

Cllr George reported that the fields behind Cambridge Park are reserved sites and will be developed at some point due to the high housing targets, however there is no indication that the caravan park will be used.

It was agreed that all the issues raised (as listed above) would be followed up accordingly with information communicated to the resident from enquires made on their behalf.

RESOLVED: noted.

C 6188 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [16 September 2025](#), be approved.

C 6189 Full Council Updates

C 6152 Innes Sports Pavilion Replacement Windows and Landscaping Project

The CEO reported that the Town Council's bid had been successful and 90% of the project will be funded by Strategic CIL SIP (2) scheme, with 10% part-funding from Town Council Neighbourhood CIL fund. The programme of works will be confirmed once the spending agreement has been received.

C 6165 LGR Community Governance Review (Stage 1 Consultation)

The CEO advised that the Town Council had received confirmation of receipt of its formal response to the Community Governance Review. The Draft Recommendations will be published for comment between 7 November 2025 and 16 January 2026 with the final decision to be made on 26 March 2026.

C 6175 Horley Community Centre Modernisation Proposals

The CEO reported that an advisory group is to be formed by RBBC, reaching out to local councils and community groups to provide input to the proposals. The Chair of the Horley Town Management Group (HTMG) intended to join the forum together with an officer from HTC.

RESOLVED: noted.

Committee Reports

C 6190 ***RESOLVED: that the unapproved minutes of the Leisure Committee held on [14 October 2025](#), be received.***

C 6191 ***RESOLVED: that the approved minutes of the Planning and Development Committee held on, [23 September 2025](#) and the unapproved minutes of [21 October 2025](#) be received.***

C 6192 Council Chair's Report

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

RESOLVED: noted.

C 6193 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

Cllr George gave the following updates from SALC:

- The recent Surrey Member review survey had a disappointing response with only a small number of councils across the county taking part. Whilst their comments will be reviewed, the results were not considered a reliable indication of Members' views on the services provided by SALC.
- There had been an increase in the number of training courses and topics covered, which is expected to increase further with LGR and CGR taking place.
- It is expected that there will be implications arising from the new Employment Rights Bill.
- SALC's website has been updated with the decision by Government to create two unitary councils in Surrey instead of three, as part of the Local Government Reorganisation in Surrey.
- New Town and Parish Councils to be created for the north of the Borough for Banstead and surrounding villages as well as for Redhill and Reigate, may be considered.
- The SALC AGM Conference will take place at Silvermere Golf Club on 13 November 2025.

- C 6193)** ➤ Cllr George reported he has been appointed as the SALC Representative on the NALC National Assembly in a non-voting role.
- A new IT Policy, in accordance with the mandatory **AGAR 10 Assertion Requirement** will be followed up for adoption by the Town Council.
- RESOLVED: noted.**
- C 6194** The CEO gave the following update from NALC:
- NALC had partnered with the Home Office and SLCC to offer a free briefing on Martyn's Law, to help local councils prepare for new legislation to be introduced and the matter had been followed up by HTC officers.
- RESOLVED: noted.**
- C 6195** **Borough, County Council and Other Updates**
- SCC/RBBC/HTC Joint Council Meeting**
- The CEO advised that the notes from 29 September 2025 meeting had been circulated to Members, for information. The next meeting will take place on 1 December 2025 and the CEO requested items for the agenda to be sent to the office.
- RESOLVED: noted.**
- C 6196** **RBBC/HTC Liaison Meetings**
- It was noted that the next meeting will be held on 20 November 2025. The minutes of the previous meeting had been circulated to Members, for information.
- RESOLVED: noted.**
- C 6197** **Internal Audit Matters**
- The Assistant CEO/RFO advised that the first internal audit will take place on 1 December 2025. He added that, under the new Assertion 10 in the AGAR, an IT policy must be adopted and will be presented for approval at the next meeting in December.
- RESOLVED: noted.**
- C 6198** The Assistant CEO/RFO presented the summary of receipts and payments. It was noted that the Café in the Park has an overspend due to maintenance requirements by the Landlord. However, any further works are expected to be covered by the tenant.
- RESOLVED: noted.**
- C 6199** **Annual Audit for the year ended 31 March 2025**
- The Assistant CEO/RFO advised that the Annual Audit for 2024/25 had concluded and is unqualified with no issues arising. A note of thanks was recorded to officers for putting together another successful audit.
- C 6200** **RESOLVED: that completion of the Town Council's Annual Audit for the year ended 31 March 2025, be noted and is unqualified with no issues arising.**
- C 6201** **RESOLVED: that the Final External Auditor Report and Certificate for 2024/25, be received.**
- C 6202** **RESOLVED: that the Annual Governance and Accountability Return (AGAR) for 2024/25, be received.**

- C 6203** ***RESOLVED: that payment of £2,100 plus VAT to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2025, be ratified.***

Town Council Charges 2026/27

C 6204 **Pitch Hire, Court Lodge Playing Fields**

It was proposed to increase the senior team fees by 3.8% in line with inflation. No CPI increase would be applied to junior team fees, however these should be rounded up to the nearest pound for ease of administration. Cllr Marshall proposed and Cllr Saunders seconded that the charge for senior teams be subject to the full uplift and the charges for the junior teams and the mini pitches remain the same. This was unanimously agreed by all Members.

RESOLVED: that Pitch Hire fees at Court Lodge Playing Fields be increased by 3.8% (inflationary rate benchmarked to CPI) except for Junior Teams and Mini Pitch Hire (no increase); and that the new charges be communicated to clubs with notice as appropriate and published on the Town Council website.

C 6205 **Allotments Tenancies and Advertisement Banner Displays**

As there is a deficit of £3,000, it was proposed to increase the allotment tenancies and advertisement banner displays by 7%. Cllr Baird proposed and Cllr Marshall seconded an 7% increase for 2026/27 at both allotment sites and this was unanimously agreed by all Members.

RESOLVED: that Allotment Tenancies and Advertisement Banner Displays be increased by 7% for 2026/27, be approved.

C 6206 **Community Hall Hire (Edmonds Hall)**

Cllr Baker proposed and Cllr George seconded an inflationary increase of 3.8% increase across the scale of charges for 2026/27 and this was unanimously agreed by all Members.

RESOLVED: that an increase of 3.8% across the scale of charges for Community Hall Hire at the Albert Rooms for 2026/27, be approved.

C 6207 **Land Hire by Event Operators**

Cllr Marshall proposed and Cllr Saunders seconded that no change be applied to land hire fees.

RESOLVED: that no change will apply to the land hire fees for 2026/27, be approved.

C 6208 **Horley Town Council Precept 2026/27**

The Finance Lead, Cllr Saunders updated the Committee, following a review meeting held with officers at the sixth month point of the current financial year. The meeting was to further review uplifts and other adjustments to the Leisure and FnGP budgets to inform the Precept setting, for later consideration by Full Council.

The Assistant CEO/RFO further reported that the Town Council's financial position in the current year to date was in good stead and appeared to be on budget. As part of the annual review, the budgetary requirements of the Leisure and Amenities Committee had been agreed at its last meeting held on 14 October 2025. He explained that the draft Full Council budgets had also been evaluated by officers to identify necessary adjustments as the first step of the Annual Budget review. These were now presented for consideration by Members and, following discussions, were agreed with no changes proposed. He added that work had concluded at the information-gathering point and would inform the next stage of the annual budget review and precept setting to be formally agreed at the Full Council meeting on 9 December 2025. In the meantime, a meeting of the Finance Working Group (Council Leaders) would be held to evaluate the draft Annual Budget and set out different scenarios on

- C 6208)** inflationary increases for the Precept setting which would be circulated to all Members in advance of the December meeting.

RESOLVED: noted.

Rent Review

C 6209 The Innes Sports Pavilion

The Council agreed an inflationary increase of 3.8% for the Innes Sports Pavilion, proposed by Cllr Marr and seconded by Cllr Chester. The increase will raise the annual rent from £10,170 to £10,556 from 1 April 2026.

RESOLVED: that an inflationary increase of 3.8% be applied to the annual rent of The Innes Sports Pavilion for 2026/27, be approved.

C 6210 Café in the Park

The Council agreed an inflationary increase of 3.8% for The Café in the Park, proposed by Cllr Marr and seconded by Cllr Wotton. The increase will raise the annual rent from £18,000 to £18,684 from 1 April 2026.

RESOLVED: that an inflationary increase of 3.8% be applied to the annual rent of the Café in the Park for 2026/27, be approved.

HTC Council Grant Scheme 2025/26

C 6211 Council Grant Application - Stripey Stork

The CEO reported that a grant application for £1,000 had been received from Stripey Stork in support of its annual Santa Stork Christmas Campaign, the details of which had been circulated to Members. It was noted that last year 54 children in Horley received Santa Stork gifts, representing expenditure of £972. Cllr Baker proposed and Cllr Saunders seconded that the grant be approved.

RESOLVED: that a grant award through HTC Council Grant Scheme 2025/26 to Stripey Stork for its Santa Stork Christmas Campaign, in the sum of £1,000, be approved.

- C 6212 RESOLVED: that the End of Grant Report from Westvale Park Primary Academy towards its Forest School, be noted.**

C 6213 Community Foundation for Surrey (CFS) – Horley Edmonds Community Fund (HECF)

RESOLVED: that the quarterly HECF Statement for the period 1 April to 30 September 2025, be noted.

C 6214 Town Plan Review and Capital Projects by HTC

Cllr Marr gave a detailed report from the Town Plan Working Group and thanked officers for their detailed work on the Town Plan review and Action Plan which further identified new projects as well as those in progress or out for delivery. The new 5-Year Town Plan (2027-2032) is being drafted and will be presented to Members for further consideration in the spring.

RESOLVED: noted.

C 6215 RBBC Strategic CIL SIP 2/18 - HTC Office Expansion and Sustainability Project

The Assistant CFO/RFO reported that the contractors took possession of the site on 1 October 2025, however a project closure notice was issued due to Planning Conditions not being discharged and formally signed off by the Borough Council. HTC Officers had worked consistently with the architect, the Borough Leader and Head of Planning to resolve the issues and the contractors were back on site the following week. The contractors advised they will

C 6215) attempt to make up the delay, however there may be a delay to the Practical Completion Date which will be advised in due course. Additionally, progress is being made with the office space remodelling, kitchen refit and foundations for the extension. There will be a 10-day break over the Christmas period. The architects will conduct weekly site visits and report back to the Council and HTC Officers will continue monthly meetings with all parties on site.

RESOLVED: noted.

C 6216 Any Other Matters

The CEO reported that HTC is pursuing other projects through funding applications at Your Fund Surrey with generous support from Cllr Beech, including applying for funding to install neurodiversity equipment at Court Lodge Fields together with a new community shelter.

RESOLVED: noted.

C 6217 Communications Matters

Cllr Easterbrook gave an update from the recent Communications Working Group meeting, the notes from which were previously circulated to Members, for information.

RESOLVED: noted.

C 6218 Annual Website Accessibility

The Assistant CEO reported completion of the annual Website/Mobile Application review and the required enhancements, in accordance with the regulations.

RESOLVED: noted.

C 6219 Horley Royal British Legion and Poppy Appeal

Cllr Marshall reported that the Horley Remembrance Services Programme 2025 had been widely circulated. The Town Council would be pleased to offer the usual assistance to the Horley Branch, including the Remembrance Day Parade and Service at the Memorial Gardens. The Town Council had arranged the printing of 800 copies of the Order of Service with kind assistance from Horley Baptist Church this year.

RESOLVED: noted.

C 6220 ***RESOLVED: that a donation of £300 (to include £50 towards printing costs of the Order of Service) to the Royal British Legion Poppy Appeal, through the General Power of Competence (GPC), be approved.***

C 6221 Christmas 2025

The CEO summarised the planned arrangements for the HTC office closure and emergency cascade arrangements over the festive period and these were agreed.

RESOLVED: that arrangements for office closure from midday on 23 December 2025 and reopening on 2 January 2026 along with emergency cascade arrangements over the festive period, be approved.

C 6222 Communications Received

It was noted that RBBC's press release has been received announcing that the Borough had adopted its new borough wide Green Spaces Strategy, supporting local communities and the natural environment by restoring and enhancing woodlands to promote community wellbeing.

RESOLVED: noted.

- C 6223** **Diary Dates**
 9 and 11 November 2025: Remembrance Events
 11 November 2025, 6.00pm: HTMG (remote)
 13 November 2025: SALC AGM and Conference
 18 November 2025, 7.30pm: Full Planning Meeting
 20 November 2025, 6.00pm: RBBC/HTC Liaison Meeting (remote)
- RESOLVED: noted.**
- C 6224** **Items for Future Consideration**
 None were reported.
- RESOLVED: noted.**
- C 6225** **Press release**
RESOLVED: that the newsletters and remembrance service event details will be published on the website, be agreed.
- C 6226** **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 6227** **Confidential Minutes** **CONFIDENTIAL**
RESOLVED: that the Confidential Minutes of the Council Meeting held on 16 September 2025, be approved.
- RBBC Ad Hoc Strategic CIL Projects** **CONFIDENTIAL**
- C 6228** **CIL SIP (2) AH-13 (Project 1) – Court Lodge Outdoor Gym Equipment** **CONFIDENTIAL**
 Members considered the recommendations for the Contract Award to install a new outdoor gym at Court Lodge Playing Fields in the sum of £19,097.00 plus VAT with full funding from the RBBC Ad Hoc Strategic CIL Scheme.
- RESOLVED: noted.**
- C 6229** **SIP (2) AH-17 (Project 2) – Michael Crescent Centenary Park** **CONFIDENTIAL**
 Members considered the recommendations for the Contract Award to install a new outdoor gym at Michael Crescent Playground in the total sum of £19,097.00 plus VAT with full funding from the RBBC Ad Hoc Strategic CIL Scheme.
- RESOLVED: noted.**
- Meeting closed at 8.27pm** **Date of next meeting: 9 December 2025**

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