



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 27 January 2026 at 7.30pm

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

* Absent

In Attendance

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

The meeting was preceded with a private briefing by Citizens Advice Bureau on its valuable work and services in the community.

C 6264

Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Fagan and Hughes, be accepted. Cllr Burnham joined the meeting during Agenda Item 9i Borough, County Council and Other Updates.

C 6265

Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Marr declared a non-pecuniary interest in **Agenda Item 16 HTC Grants Scheme – Funding Application by St Bartholomew’s Church** as he is a member of St Bartholomew’s Church in Leigh. Cllr Easterbrook declared a non-pecuniary interest in **Agenda Item 20ii Communications Working Group** due to her involvement in the Horley Arts Festival.

RESOLVED: noted.

C 6266

HTC Grants Scheme – Funding Applications

A representative from St Bartholomew’s Church presented details of the grant request for maintenance of the New Churchyard. Although the church’s accounts look positive overall, most is held in restricted funds and the available funds were in deficit last year. The church is requesting a grant for grass, tree and hedge maintenance. Cllr George proposed and Cllr Saunders seconded that the grant be approved. Cllr Marr abstained.

RESOLVED: that Standing Orders be suspended to move Agenda Item 17 HTC Grants Scheme – Funding Application from St Bartholomew’s Church, to the Public Forum part of the meeting.

RESOLVED: that the grant application through HTC Grant Scheme 2025/26 from St Bartholomew’s Church, in the sum of £7,000, be approved.

C 6267

Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [9 December 2025](#), be approved.

C 6268

Full Council Updates

C 6245 – Horley Town Council Precept for the Financial Year 2026/27

The CEO reported that the precept claim has been made to Reigate and Banstead Borough Council and that the Budget Statement has been posted on website and included on the newsletter.

- C 6268) C 6253 – Michael Crescent Centenary Park – Air Quality Monitoring Station Lease**
The CEO reported that the air quality monitoring station lease Heads of Terms have been agreed and the agreements have been raised by both councils' solicitors.

RESOLVED: noted.

- C 6269 Committee Reports**
RESOLVED: that the approved Minutes of the Planning and Development Committee held on [16 December 2025](#) and the unapproved Minutes of [13 January 2026](#), be received.

- C 6270 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 6271** Cllr George gave the following updates from SALC:
- There were two well attended Clerk and Councillor Forums held last week.
 - The Councillor Forum received updates from SALC and NALC, and presentations were given from SCC on the countryside access update.
 - A presentation on CiLCA was received from Celia Price, SALC's trainer.
 - SALC's report entitled Strong Vibrant Communities was published last week. Horley is one of the six contributing councils in editorial and funding. This report has been widely circulated to Surrey Boroughs and District leaders and CEOs, together with all of the county's MPs. NALC has supported through sending the report to Government Departments. Copies have also been sent to print and radio media and it has been circulated to members.
 - Long serving Anna Beams is standing down in March when her successor, Amanda Pick, currently the Normandy PC Clerk, will join as the Business Support Manager.
 - SALC are nominating two individuals to attend one of the royal garden parties; one clerk and one councillor.
 - The Surrey Structural Change Order has been laid before parliament which should become law in March.

RESOLVED: noted.

- C 6272** The CEO gave the following update from NALC:
- The Clerk Forum discussed highways issues and the FixMyStreet platform which had mixed feedback.
 - It was agreed to circulate the Strong Vibrant Communities Report and share as widely as possible to publicise HTC's achievements.
 - It was noted to ensure sufficient reserves are set aside for asset transfers, contesting elections and staffing requirements.

RESOLVED: noted.

Borough, County Council and Other Updates

- C 6273 SCC/RBBC/HTC Joint Council Meeting**
The CEO advised that the draft notes from 19 January 2026 meeting had been circulated to Members, for information. It was reported that HTC has participated in Stage 1 EOI of the RBBC Community Asset Transfer Scheme and has made a request to submit a single Business Plan for all four sites for Stage 2. Cllr Biggs reported that the first meetings of the Joint Committees for East and West Surrey have taken place. HTC is working with the local MP's office and SCC to address the persistent flooding at the A23 pedestrian crossing by Tesco

C 6273) Express. Cllr Biggs will be giving an update on LGR to residents at the Annual Town Public Forum in May. Concerns were raised regarding a recent violent incident which highlighted the importance of visible policing and a stronger community reassurance. HTC congratulated RBBC on winning the Green World Award for the solar powered 'Big Belly' litter bins, which was led by Cllr Avery. The next meeting will take place on 23 March 2026 and the CEO requested items for the agenda to be sent to the office.

RESOLVED: noted.

C 6274 **RBBC/HTC Liaison Meetings**
The CEO advised that the next meeting will take place on 5 February 2026. The closing date for receipt of items is 28 January. Suggestions for items were the legal agreements for asset transfer negotiations, double taxation agreements, the latest information from the Borough on the mayoral elections being postponed, CGR unparished areas responsibilities, transfer of the Westvale Neighbourhood Hall and the Tanyard Meadows redevelopment.

RESOLVED: noted.

C 6275 **Internal Audit Matters**
The Assistant CEO/RFO presented Councillors' Audit Certificates for October, November and December 2025. He advised that the first internal audit for 2025/26 took place with no major issues to report and has been signed off. Thanks were given to Cllrs Marshall and Hughes.

RESOLVED: that the Councillors' Audit Certificates for October, November and December 2025, be received

C 6276 **Financial Matters**
The Assistant CEO/RFO presented the financial reports, including bank reconciliations and a summary of receipts and payments up to 31 December 2025. These were reconciled and signed off during the internal audit. It was reported there was a slight overspend with the insurance costs and the by-election. There was also an overspend on the Café in the Park, however future costs will be met by the tenant. HTC will remain responsible for maintaining the ventilation, air conditioning and fire curtains.

RESOLVED: that the financial reports, including bank reconciliations and a summary of receipts and payments, up to 31 December 2025, be approved.

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

C 6277 The Assistant CEO/RFO reported that the Town Council has received a grant application from Horley Lions for £2,500 towards providing support to households and individuals who are struggling to keep warm this winter. CFS had concerns regarding due diligence, up to date safeguarding policy and Horley Lions's accounting system. Subject to Horley Lions's compliance with the requirements of CFS, the grant application was approved, proposed by Cllr Avery and seconded by Cllr Marshall.

RESOLVED: that the grant application from Horley Lions for its 'Warm Over Winter' campaign, in the full amount requested of £2,500 subject to compliance by CFS, be approved, and the Community Foundation for Surrey be notified accordingly.

C 6278 The Assistant CEO/RFO reported that the Town Council has received a grant application from SparkFish – Secondary Transition for £1,500 towards working with children in East Surrey during the transition from primary to secondary school. It was noted that SparkFish were previously awarded a grant in May 2025 and an end of grant report had not been received. Because of this, it was decided that the grant application will be rejected and to invite a representative or current youth worker from Oakwood to advise on the work and benefits that the previous grant has given. SparkFish can then reapply for funding through the Small Grant Scheme if required. This was proposed by Cllr George and seconded by Cllr Mearing.

- C 6278)** ***RESOLVED: that the grant application from SparkFish, in the sum of £1,500, be rejected, and the Community Foundation for Surrey be notified accordingly.***
- C 6279** The Assistant CEO/RFO reported that the Town Council has received a grant application from YMCA East Surrey for £1,500 towards funding for youth clubs and youth work in Surrey. It was agreed to approve the grant subject to it helping Horley residents only and to ask for YMCA East Surrey's plans for development of the outdoor area next to the premises. This was proposed by Cllr Wotton and seconded by Cllr Burnham.
RESOLVED: that the grant application from YMCA East Surrey, in the sum of £1,500, be approved under the condition that it is for Horley residents only, and the Community Foundation for Surrey be notified accordingly.
- C 6280** **Meetings Calendar 2026/27**
The proposed meetings calendar for the Municipal Year 2026/27 was presented for consideration, in a similar format to previous years. Members noted that as elections for the full council would be held on 6 May, the date of the annual meeting should be changed accordingly. Any further comments from Members could be sent to the office and a final decision would be made by Council at the March meeting. It was requested to avoid the school holiday dates.
RESOLVED: that the revised Meetings Calendar 2026/27 be presented for final approval at the next Full Council Meeting on 17 March 2026.
- C 6281** **Annual Town Public Forum (formerly 'Town Meeting')**
The CEO gave a detailed summary of the arrangements for the forum this year, which is due to be held on Friday 15 May 2026 from 6.30pm. The key change will be the venue which will be the ground floor concourse area of the Horley Baptist Church, due to the delays with the office refurbishment at the Town Council Offices in Albert Road. Invitations are being sent to Borough and County members as well as the local MP, Chris Coghlan. Enquiries are being made for a guest speaker with the YMCA East Surrey or Surrey Wildlife Trust. Once confirmed, a notice will be published, advertised in the RH6 magazine and will include the Annual Report. Cllr Marshall recommended the Surrey and Sussex Hospital Charity as an option for the guest speaker.
RESOLVED: noted.
- C 6282** **HTC Neighbourhood CIL**
RESOLVED: that the latest quarterly CIL Financial Report from Reigate and Banstead Borough Council for the period 16/09/25-15/12/25, be received.
- C 6283** **White Ribbon Campaign**
Members discussed signing up to the [White Ribbon Campaign](#), which is a leading charity engaging men and boys to prevent harassment, abuse and violence against women and girls. It was noted that the Horley area has an above average rate of violence against women and girls, however the data will require more analysis. White Ribbon Campaign offers Accreditation and Supporter Organisation programmes and it was agreed to support the charity to raise awareness and promote the White Ribbon Day on 25 November. It was suggested to speak to the local community police for more detailed analysis on the crime figures and a sub group to meet for discussion. This was proposed by Cllr Saunders and seconded by Cllr Wotton.
RESOLVED: noted.
- C 6284** **Town Councillor Vacancy: Horley West Ward**
It was noted that the Notice of Vacancy – Horley West ward has been issued and will be published on the website with a request for an election deadline of 11 February 2026.
RESOLVED: noted.

C 6285 Outside Bodies - Royal British Legion

Cllr Marshall reported that meeting was being held that evening and the minutes will be circulated in due course.

RESOLVED: noted.

Working Groups

C 6286 Communication Working Group

Cllr Easterbrook gave an update on the meeting held on 6 January 2026. It was agreed that a landscape version of the HTC logo is required but a full redesign would be too expensive. HTC's successes are to be publicised in a double page spread in the RH6 magazine, on Suzy Radio and in East Surrey Hospital's communications.

RESOLVED: noted.

C 6287

Cllr Easterbrook reported that the arrangements for the Horley Arts Festival are progressing with a good selection of artists.

RESOLVED: that a contribution of £350 through the General Power of Competence (GPC) towards the Horley Arts Festival, volunteer support and advertising in the RH6 magazine, be approved.

C 6288

Review of Council Website

The Communications Working Group reported that the procurement for a new website provider is taking place to upgrade the Town Council's website and ensure that the Assertion 10 policy obligation on town parish councils is data compliant.

RESOLVED: noted.

C 6289

Communications Received

RBBC have launched a council survey to research how people feel about living in the Borough. All members were encouraged to complete the survey which has a deadline of 23 February.

RESOLVED: noted.

C 6290

Diary Dates

Tuesday 3 February 2026, 6.00pm:	HTMG Meeting (remote)
Thursday 5 February 2026, 6.00pm:	RBBC/HTC Liaison Meeting (remote)
Tuesday 10 February 2026, 7.30pm:	Interim Planning Meeting
Tuesday 10 March 2026, 7.30pm:	Full Planning Meeting

RESOLVED: noted.

C 6291

Items for Future Consideration

Items for future consideration were discussed and included reviewing risk management procedures, policies, vexatious complaints, staffing matters, performance reviews, asset transfers, financial considerations pending outcome of stage 2 and to ratify the residents' survey.

RESOLVED: noted.

C 6292

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 6293

CIL SIP (2) 18 - HTC Office Expansion and Sustainability Project

CONFIDENTIAL

Members discussed approval of the expenditure for professional and architectural support during the construction phase of the project for an amount not exceeding £35,000 plus VAT and receive an update on project progress.

RESOLVED: noted

C 6294

SCC Your Fund Surrey – [Small Community Projects Fund](#)

CONFIDENTIAL

Members considered the recommendations for contract award to extend the outdoor fitness equipment at Horley Recreation Ground, up to a total sum not exceeding £26,749.00 plus VAT with funding from a grant through the scheme, supported by Cllr Andy Lynch (Ref: YFSSCP2/1022), as summarised in the Committee Decision report (appended).

RESOLVED: noted.

C 6295

Members considered the recommendations for contract award to supply and install neurodiverse equipment and a playground shelter at Court Lodge Playground, Court Lodge Playing Fields, up to a total sum not exceeding £11,189.06 plus VAT with funding from a grant through the scheme, supported by Cllr Andy Lynch (Ref: YFSSCP2/1082), as summarised in the Committee Decision report (appended).

RESOLVED: noted

C 6296

HTC Project - Innes Pavilion Roof Windows

CONFIDENTIAL

Members considered the recommendations for contract award to supply and install replacement roof windows at Innes Pavilion, Court Lodge Playing Fields, Thornton Close, Horley for a sum not exceeding £6,500 excluding VAT, as summarised in the Committee Decision report (appended)

RESOLVED: noted

Meeting closed at 9.30pm

Date of next meeting: 17 March 2026

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](#).