



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 17 March 2026 at 7.30pm

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

In Attendance	Joan Walsh (Chief Executive Officer) (CEO)
	Sam Adeniji (Assistant Chief Executive Officer and RFO)
	Joanna Stay (Planning and Support Officer)

The meeting was preceded by a private briefing by YMCA East Surrey on its valuable work and services in the local community.

C 6298 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Avery, be accepted. Cllr Burnham joined the meeting at agenda item 11ii. Cllr Fagan left the meeting after agenda item 17i.

C 6299 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None were received.

RESOLVED: noted.

C 6300 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [27 January 2026](#), be approved.

C 6301 Full Council Updates

C 6282 Annual Town Public Forum – The CEO confirmed that the guest speak will be Peter Moxley from the Horley Lions Club. An advertisement has been published in the April 2026 edition of the RH6 magazine and the Annual Report currently being prepared.

C 6284 White Ribbon Campaign – The CEO advised that HTC is looking to offer non-subscriber support to the White Ribbon Campaign and is liaising with Community Police Officers to request a briefing on the current crime figures on Horley.

C 6288 Horley Community Arts Festival – The CEO reported that an advertisement for the Horley Community Arts Festival is in the current edition of the RH6 magazine and thanked the Leisure and Facilities Officer for her assistance in designing the advertisement.

C 6297 HTC Project – Innes Pavilion Roof Windows – The CEO reported that the community projects are being rolled out and the replacement of the Innes Pavilion Roof Windows is in progress and should be completed within the coming weeks.

RESOLVED: noted.

C 6302 **Committee Reports**
RESOLVED: that the approved Minutes of the Planning and Development Committee held on [10 February 2026](#) and the unapproved Minutes of [10 March 2026](#), be received.

C 6303 **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 6304 Cllr George gave the following updates from SALC:

- SALC are continuing to monitor progress with new town and parish councils across the county.
- Some boroughs/districts are reporting that the SCO prevents them from forming new councils, although the SALC legal advisor is requesting clarification. As the 1972 Act is still in force, this permits the formation of new councils.
- Members are continuing to receive meetings notes and copies of presentations from the webinars.

RESOLVED: noted.

C 6305 The CEO gave the following updates from NALC and SALC:

- The latest newsletters from SALC and NALC have been circulated for information.
- The next SALC Councillor Forum will be held on Wednesday 25 March 2026.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6306 **SCC/RBBC/HTC Joint Council Meeting**
The CEO advised that the next meeting will take place on Monday 23 March 2026 and will report at the next Full Council Meeting. New unitary members will be invited to future meetings going forward.

RESOLVED: noted.

C 6307 **RBBC/HTC Liaison Meetings**
The CEO gave an update on the recent meeting on 5 February 2026. Shadow authority arrangements are to be confirmed, as well as legal agreements including double taxation and asset transfers. The next meeting will be held on 8 June 2026 and the CEO requested any items to be sent through to the office to add to the agenda.

RESOLVED: noted.

C 6308 **Internal Control and Risk Assessment Review 2025/26**

The Assistant CEO/RFO presented the Internal Control, Risk Assessment and Management Paper 2025/26 for approval. On advice from the internal auditor, the two reports have been merged this year into one document. Minor changes have been made to include insurance policies, emergency and resilience plans and a full risk assessment once the Council Offices are re-occupied following refurbishment. The Internal Control, Risk Assessment and Management Paper 2025/26 was agreed and proposed by Cllr Saunders and seconded by Cllr George.

RESOLVED: that the Internal Control, Risk Assessment and Management Paper 2025/26, be approved.

Meetings Calendar 2026/27

C 6309 Council Meetings Calendar 2026/27

Members reviewed the finalised schedule of Council Meetings for the ensuing year, the details of which had been previously circulated to Members. This was agreed and proposed by Cllr Mearing and seconded by Cllr Fagan.

RESOLVED: that the Meetings Calendar 2026/27 be presented for final approval at the Annual Council Meeting, on 5 May 2026.

C 6310 Sub-Committees, Outside Bodies and Working Groups

The finalised lists of Sub-Committees, Outside Bodies and Working Groups were reviewed and current list of working groups updated.

RESOLVED: that the lists of Sub-Committees, Outside Bodies and Working Groups be presented for final approval at the Annual Council meeting, on 5 May 2026.

C 6311 Town Councillor Vacancy: Horley West Ward

The CEO confirmed that the vacancy will be filled through co-option, subject to the Co-Option Policy being approved. It will be advertised on 18 March 2026 with a deadline of Friday 17 April 2026. The application form will be published on the website and social media, and Members were asked to share and encourage anyone to apply. The co-option will take place at the Annual Meeting on 6 May 2026. This was agreed and proposed by Cllr Fagan and seconded by Cllr Mearing.

RESOLVED: that the vacancy for Town Councillor Horley West Ward may be filled through co-option, be agreed.

C 6312 Local Government Elections: East Surrey Unitary Council, 7 May 2026

The CEO gave an update on the Local Government Elections for East Surrey Unitary Council to be held on 7 May 2026. The two-tier councils will move to a single tier, effective from 1 April 2027, and East Surrey Unitary Council and West Surrey Unitary Council will replace Surrey County Council. 72 councillors will be elected: two councillors for each of the 36 wards. Horley is to have 19 councillors on a five-year term. Voters can use the polling station at Horley Community Centre. Westvale Park Community Hall will not be available, but voters can use St Wilfred's Church as an alternative. NOTE: the final recommendations subsequently changed the number of Horley councillors to 20.

RESOLVED: noted.

C 6313 Horley Remembrance Proposals

Members discussed the Horley WI proposal to decorate the Memorial Garden's railings with knitted poppies. This was approved and proposed by Cllr Baird and seconded by Cllr Marshall.

RESOLVED: that the Horley WI proposal to decorate the Memorial Garden's railings with knitted poppies, be approved.

Council Policies – Annual Review

C 6314 Members reviewed the Complaints Policy and Procedures incorporating Habitual Correspondence and Vexatious Complaints. This was approved and proposed by Cllr Saunders and seconded by Cllr Chester.

RESOLVED: that the Complaints Policy and Procedures incorporating Habitual Correspondence and Vexatious Complaints, be approved for adoption and published on the Town Council website.

C 6315 Members reviewed the Football Policy. With minor amendments, this was approved and proposed by Cllr George and seconded by Cllr Marshall.
RESOLVED: that the amended Football Bookings, Court Lodge Fields Policy, be approved for adoption and published on the Town Council website.

C 6316 Members reviewed the Co-Option Policy. This was approved and proposed by Cllr Fagan and seconded by Cllr Hughes.
RESOLVED: that the Co-Option Policy, be approved for adoption and published on the Town Council website.

C 6317 Members reviewed the Prevention of Sexual Harassment and General Harassment Policy and Procedures. This was approved and proposed by Cllr Mearing and seconded by Cllr Hughes.
RESOLVED: that the Prevention of Sexual Harassment and General Harassment Policy and Procedures, be approved for adoption and published on the Town Council website.

Outside Bodies

C 6318 **Borough Standards Committee**

Cllr Hughes gave an update on the meeting held on 3 March 2026. The annual members complaints report was received, with all five reports being resolved. The Debate Not Hate Campaign, bullying and abusive behaviour were discussed. It was suggested that the survey should be extended to town and parish councils in future.

RESOLVED: noted.

C 6319 **Royal British Legion**

Cllr Marshall gave an update on the meeting held on 24 February 2026. The minutes have been circulated.

RESOLVED: noted.

LGR and Devolution

C 6320 **LGR and Devolution Working Group**

The Chair, Cllr George, gave an update on the recent meeting. He expressed gratitude to the HTC staff and Alan Jones for completing the work on time and to tight deadlines.

RESOLVED: noted.

C 6321

Community Asset and Support Programme (CATSP)

An update was received on the submissions made by the Town Council on asset transfers for grounds maintenance of parks/green spaces and an application to upgrade the Innes Pavilion, Court Lodge Fields, at Stage 2 of the process. The Town Council completed the applications within tight deadlines and with limited information. The application outcome is expected next week and, if agreed in principle, the Town Council will advise the Borough Council by June 2026 when legal agreements will be drawn up and commuted sum considerations discussed. An appropriate handover period of at least 12 months will be negotiated to ensure continued grounds maintenance.

RESOLVED: noted.

C 6322 Public Surveys

The CEO reported on the public survey results on community projects through the neighbourhood Community Infrastructure (CIL) funding and other potential grants to upgrade a much-valued community asset. The survey was run in January and there were 90 respondents.

RESOLVED: noted.

C 6323 Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)

The Assistant CEO/RFO presented the quarterly HECF Statement for the period 1 October 2025 to 31 December 2025. Applications were made by Sparkfish for £1,500, the Horley Lions Warm Over Winter Campaign for £4,800 and YMCA East Surrey for £835. Clarification was requested on the wording of the Contribution to Community Foundation.

RESOLVED: that the quarterly HECF Statement for the period 1 October 2025 to 31 December 2025, be received.

C 6324 CIL SIP (2) 18 - HTC Office Expansion and Sustainability Project

Members received a progress report on the HTC office expansion and sustainability project from the Assistant CEO/RFO. The project is continuing as planned, in budget and due to be completed by the end of April. The extension has been built including installation of electricity works, plumbing, carpentry and the ventilation system. The paint and flooring are being confirmed and an extra refresh to other areas of the building, including the hall and external fascias of the building. Once the end date is confirmed, HTC will issue a press release and update hirers. It was suggested to hold an open day hospitality event for hirers and potential new users, date to be confirmed.

RESOLVED: noted.

C 6325 Communications Received

RBBC CIL report for the period 16/12/25 to 15/03/26.

RESOLVED: noted.

C 6326 Diary Dates

Monday 23 March 2026, 5.00pm:	SCC/RBBC/HTC Joint Council Meeting (remote)
Tuesday 24 March 2026, 6.00pm:	Environment Working Group (remote)
Wednesday 25 March 2026, 7.30pm:	SALC Councillor Forum (remote)
Tuesday 31 March 2026, 6.30pm:	Communications Working Group (remote)
Tuesday 7 April 2026, 7.30pm:	Interim Planning Meeting
17-26 April 2026	Horley Community Arts Festival

RESOLVED: noted.

C 6327 Items for Future Consideration

Decisions on asset transfers and negotiations. Combined insurance review for 2026/27.

RESOLVED: noted.

C 6328 Press Release

RESOLVED: that the HTC Office Open Day, once confirmed, will be published on the website, be agreed.

- C 6329 **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 6330 **Confidential Minutes** **CONFIDENTIAL**
RESOLVED: that the Confidential Minutes of the Council Meeting held on 27 January 2026, be approved.
- C 6331 **Langshott Allotments** **CONFIDENTIAL**
Members discussed the correspondence received from Reigate and Banstead Borough Council and outline proposal (subject to contract).
RESOLVED: noted.
- C 6332 **Town Award Nomination** **CONFIDENTIAL**
Members considered an application received.
RESOLVED: noted.
- Staffing Matters** **CONFIDENTIAL**
- C 6333 **Staffing Committee held on 5 March 2026** **CONFIDENTIAL**
Members received a detailed report from the CEO.
RESOLVED: noted.
- C 6334 **Salary Review 2026/27** **CONFIDENTIAL**
Members considered the recommendations of the Staff Committee.
RESOLVED: noted.

Meeting closed at 9.17pm

Date of next meeting: 5 May 2026 (Annual Meeting)

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](#).