HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 28 July 2026 at 7.30pm

Present	**Cllrs**	Michael Blacker Victoria Chester Lynnette Easterbrook (Chair) Maggie Evans	Mike George Jerry Hudson Robert Marr	Samantha Marshall Tom Turner Steve Wotton

In Attendance
J Walsh (Chief Executive Officer - CEO)
S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)
Alan Jones (HTC Consultant)
J Stay (Planning Officer and PA Support)

C 6418 **Apologies and Reasons for Absence**

RESOLVED: that apologies received from Cllrs Avery, Baird, Beech, Fagan, Hughes, Mearing and Saunders, be approved with officer recommendations that they be accepted. Cllr Burnham was absent.

C 6419 **Disclosable Pecuniary Interests and Non-Pecuniary Interests**
Cllr Marshall declared a non-pecuniary interest in **Agenda Item 11ii HTC Grants Scheme – Funding Application by Horley Town Women's FC** as members are known to her.

RESOLVED: noted.

Public Forum

C 6420 **HTC Grants Scheme – Funding Applications**

Representatives from Horley Town Women's Football Club presented details of the grant request for £1,000 towards its running costs which was deferred at the previous meeting. The Club advised there is no membership fee to encourage players from all backgrounds to participate. Last season, the Club received sponsorship, however the sponsors have not renewed this year due to financial difficulties. The Club therefore requested a grant to assist with its running costs for the next season.

Cllr Blacker proposed awarding an initial £500 and the remaining £500 to be awarded once a financial plan had been presented in three months. This was seconded by Cllr George. Cllr Turner proposed awarding the full £1,000, which was seconded by Cllr Chester. A vote was taken and Cllr Turner's proposal was approved by a simple majority. It was therefore resolved that a grant of £1,000 be awarded to Horley Town Women's Football Club.

C 6420) ***RESOLVED: that Standing Orders be suspended to move Agenda Item 11i) HTC Grants Scheme – Funding Application from Horley Town Women's Football Club to the Public Forum part of the meeting, be approved.***

C 6421 ***RESOLVED: that the grant application through the HTC Grant Scheme 2026/27 from Horley Town Women's Football Club in the total sum of £1,000, be approved.***

C 6422 **Minutes**
RESOLVED: that the Minutes of the Annual Council Meeting held on 16 June 2026, be approved.

C 6423 **Full Council Updates**

C 6401 – Horley Town Council Commercial Combined Insurance Renewal 2026/27
The CEO reported that the Town Council's commercial combined insurance was renewed in full and HTC will be arranging a new valuation of the council offices following the expansion and also existing property, as recommended by the insurance brokers.

RESOLVED: noted.

Committee Reports

C 6424 ***RESOLVED: that the unapproved Minutes of the meetings of the following committees be received:***
Leisure Committee held on 30 June 2026
Planning and Development Committee held on 14 July 2026

C 6425 ***RESOLVED: that the approved Minutes of the meetings of the Planning and Development held on 9 June 2026 be received.***

C 6426 **Council Chair's Report**
The Chair's Report, which was previously circulated to the Members for information, was received.

RESOLVED: noted.

C 6427 **Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

The following updates from SALC were received:

- SALC continues to have regular meetings with SCC and MHCLG officers, on Neighbourhood Governance to coincide with Local Government Reorganisation.
- A Foundation Strategic Authority (FSA) is required to be set up in the absence of a Strategic Mayoral Authority (SMA). The FSA would be a joint body of East and West Surrey Councils. This is necessary for Fire and Rescue Services, Planning and Development and other services which would normally be managed by an elected Mayor. It is understood that Police Services have yet to be involved in the discussions. The FSA makes no mention of Planning matters with town and parish councils as a legal consultee.
- Some nominations for NALC Star Council Awards in the region have been submitted; including one for SALC (closing date: 25 September 2026).
- It was noted that concerns were raised about several current mayoral positions ceasing to exist after Vesting Day and what this would mean for civic duties, including ceremonial events, such as the Remembrance Sunday Parade and Service in local areas. Some councils are investigating a Charter Trustee as a means of continuing to have a local Mayor.
- The CEO added that the **SALC AGM and Conference will be held on 5 November 2026**, from 10.00am at Silvermere Golf Club, Cobham. Attendance can be in-person or remotely by councillors and officers.

The following updates from NALC were received:

- The AGM will be held on 12 November 2026. It is proposed that the affiliation fees be increased. The fees for large councils will be capped at £2,274 (currently £2,216).
- The CEO added that NALC continues to ensure town and parish councils are involved in LGR and Devolution matters while lobbying central government on key issues of remote council meeting attendance; standards reform; and funding opportunities.

C 6427)

- NALC is commissioning a review of Model Standing Orders along with survey engagement with local councils to help inform the changes and these should be published in the Autumn.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6428 ESSA/SCC/RBBC/HTC Joint Council Meeting

The CEO gave the following comprehensive updates on the meeting, held on 20 July 2026:

- Apologies were received from Members of the principal authorities due to a clash of other meetings.
- The participants were updated on HTC's preparations for its new 5-Year Town Plan, drawing on recent resident survey comments and feedback.
- A feasibility study is underway for a full revamp and redesign options at Horley Recreation Ground.
- HTC will shortly be embarking on another capital project to refurbish the interior of the Innes Sports Pavilion, through the RBBC Community Assets and Support programme and grant, following a successful bid made by the Town Council.
- The freehold asset transfers from RBBC to HTC were progressing with the legal documentation being drawn up.
- Plans to progress a new Parish Charter, which details the Town Council working collaboratively with the principal authorities, was deferred to a future meeting.
- School parking concerns were discussed at The Meadway and Langshott Lane area, as raised by Cllr Baird. It was noted that Cllr Beech will be requesting an update from SCC Highways Officers for reporting at the next meeting.

RESOLVED: noted.

C 6429 RBBC/HTC Liaison Meetings

The CEO advised that the next RBBC/HTC Liaison Meeting will be held on 1 September 2026 and requested any agenda items for inclusion, to be sent through to the office. An update on the Town Park will be added at the request of Cllr Marshall.

RESOLVED: noted.

C 6430 Any Other matters

Cllr Wooton, Leader of the East Surrey Shadow Authority, gave the following updates:

- The second ESSA Full Council meeting will take place on 29 July 2026.
- A Chief Executive Officer has been appointed and will be recommended for approval at the meeting.
- The West Surrey Shadow Authority is currently in the process of recruiting a Chief Executive Officer.
- By September 2026, decisions will be made on how to separate Surrey between east and west.
- The legal order for the Reigate and Banstead Community Governance Review (CGR) will be put forward to the Executive Meeting in September, for approval. This will include minor changes to Horley Town Council, to increase the number of wards from five to seven; and councillors from 18 to 20. New town councils are proposed for Redhill, Reigate and Dorking, with a parish council in Banstead and surrounding villages.

RESOLVED: noted.

Outside Bodies

C 6431 **Horley Community Partnership**

There were no updates received.

RESOLVED: noted.

C 6432 **Royal British Legion**

Cllr Marshall reported that the Horley WI has reached over half of its target of knitted poppies for the memorial park railings for the Remembrance events.

RESOLVED: noted.

C 6433 **HTC Grants Scheme – Funding Applications**

Members previously considered a grant application from Langshott Allotments Tenants Association (LATA) for £554 to help fund replacement garden tools (following the theft from its lock-up) and a new 240v inverter for its community shelter. It had been agreed to award 50% of the grant and the remaining 50% on the condition that contents insurance was taken out. The applicant had contacted the National Allotment Association who advised that insurance is only available for public liability and not contents. It was suggested that one allotment holder stores the equipment at their home to enable it to be covered under their contents insurance. Cllr Marr proposed that the remaining 50% be awarded on the condition that a copy of the insurance certificate is presented and this was seconded by Cllr Wotton.

RESOLVED: that the remaining 50% from the grant application from Langshott Allotments Tenants Association (LATA), in the sum of £277, be approved, on the condition that an insurance certificate is presented to the Town Council.

C 6434 **Any Other Matters**

The Assistant CEO advised that an End of Grant Report has been received from Stripey Stork for its Santa Stork programme, which benefitted 88 children in Horley.

RESOLVED: noted.

C 6435 **RBBC Community Asset Transfer and Support (CATs) Programme (CATS)**

The CEO gave the following detailed updates on progress made by the Town Council:

- It is expected that the legal transfers will be executed for Yattendon Park, Bay Close, Riverside Walk plus Freehold Title of Court Lodge Fields (and the former Scout Hut Compound) at the end of July 2026. Handover is expected to be at the end of November and HTC will take over the sites from the first week of December 2026.
- A stand-alone structure has been identified at Riverside Walk which was not disclosed to HTC at the application stage. This is a gauging hut used to monitor the river flow and is owned by the Environment Agency. HTC will contact the EA (on completion) to advise that the Council is the new owner of the land and a Lease Agreement may be negotiated in due course.
- A 5-year commuted sum for maintenance of the new assets has been agreed and will include separate funding for the replacement of the playground equipment at Yattendon Recreation Ground. HTC has successfully applied for a separate grant to cover legal fees incurred through the whole programme.
- Due to the unknown Gatwick Airport NRP expansion works, HTC will not acquire a Freehold Transfer of Church Meadows at the present time but will continue to maintain the site through an existing Devolved Services Agreement.

C 6435)

- The Grounds Maintenance contract with Idverde has been re-negotiated and either a variation to the existing contract or letter of agreement to extend the contract by a further two years, will be put in place.
- Once the asset transfers are complete, HTC will hold a commemorative event with the principal authorities, as well as showcase its achievements with residents.
- A note of thanks was made to the CEO, HTC officers and consultant, for their commitment to this important work.

RESOLVED: noted.

C 6436 CATS Grant - Innes Sports Pavilion Refurbishment Project, Court Lodge:

It was reported that HTC had been awarded a grant of up to £500k to fund the internal refurbishment of the Innes Sports Pavilion, Court Lodge Fields and the Heads of Terms for the Grant Agreement and conditions were being prepared. The changing rooms will be significantly improved and enlarged to adhere to Sport England requirements. This will include future sustainability features and full utilisation of available space.

Further improvements will be made to the showers, WC areas, boiler room and solar panels will be installed on the roof. HTC is consulting with current users of the facility, including the martial arts tenant and football clubs for input on what they would like to see included in the refurbishment. There are concerns over the relatively short timescales to deliver the project, of 12 months. HTC may need to request a longer duration since a Certificate of Lawfulness is likely to be required, even though the building works fall within Permitted Development and this has been included in the Grant Agreement.

MVL Architects are recommended for appointment to work on Stage 1 of the project to produce sketch designs and the building works are anticipated to start in January 2027. Cllr Marr proposed the fee proposal from MVL be approved for Stages 2-5 of project up to the formal tender phase, in a sum of not exceeding £50,000 including VAT, subject to receipt of the Grant Payment from RBBC and this was seconded by Cllr George.

RESOLVED: that the Fee Proposal from MVL Architects for Stages 2-5 of project up to the formal tender phase, in the sum of not exceeding £50,000 including VAT (subject to receipt of the Grant Payment from Reigate and Banstead Borough Council), be approved.

C 6437 Council Offices – Internal Risk Assessment

RESOLVED: that the updated Risk Assessment of the Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ, be adopted. (Proposed by Cllr Marshall; and seconded by Cllr Marr.)

C 6438 Air Quality Monitoring Station Lease, Michael Crescent Centenary Park

The Assistant CEO advised that the Statutory Notice under Section 123 (2A) of the Local Government Act 1972 for the proposed 25-year lease to Reigate and Banstead Borough Council was formally advertised in the Surrey Mirror for two weeks in July, to allow for public responses. As there were no representations or objections received, it was agreed to proceed with the Lease Agreement, proposed by Cllr Marr and seconded by Cllr Blacker.

RESOLVED: That, no representations having been received following publication of the Statutory Notice under Section 123(2A) of the Local Government Act 1972, the Lease Agreement by Horley Town Council with Reigate and Banstead Borough Council for housing its Air Quality Monitoring Station at Michael Crescent Centenary Park, be finalised.

C 6439 Local Government Reorganisation (LGR) and Devolution Working Group

The LGR and Devolution Working Group Chair, Cllr George, gave a detailed update on the meeting held on 23 July 2026, the notes from which had been circulated to members.

The CEO gave further details on the Council's Impact and Capacity Assessment which evaluates how Local Government Reorganisation will affect its services, resources, governance arrangements and future capacity to take on additional responsibilities. She added that due to the Council's growth; and expanding from five to seven wards and 18 to 20 councillors, HTC requires extra experienced staff as part of reorganisation. Consequently, the new vacancy of an Estates, Assets and Contracts Manager has been filled and will be announced in due course.

RESOLVED: noted.

C 6440 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project

The CEO gave a comprehensive update on progress with the project in line with the programme and anticipated timescales. HTC is currently on track to reach Practical Completion by Friday 31 July 2026, subject to final sign-off by the Building Control Officer. The replacement rear door will be installed together with handrails on the rear ramp, and the security and CCTV provider will be installing the required automation and intercom facilities before sign-off. HTC's maintenance contractors will be installing an additional protective barrier of posts, at the end of the ramp for safety. The 2.5% retention sum will be held by HTC for 12 months until Final Completion is reached, subject to completion of any outstanding works. HTC will be welcoming back hall hirers shortly. A note of thanks was extended to the whole project management team, working group of councillors and to members who offered to water the plants during the hot weather which helped to maintain the landscaped areas.

RESOLVED: noted.

C 6441 Communications Working Group

The Communications Working Group Chair, Cllr Easterbrook, gave an update on the meeting held on 7 July 2026, the minutes of which have been circulated. Cllr Easterbrook was re-elected as Chair and advised that the new website upgrade is in progress.

RESOLVED: noted.

C 6442 Communications Received
None received.

RESOLVED: noted.

C 6443 Diary Dates

Wednesday 5 August 2026: Emlyn Meadow Day
Tuesday 18 August 2026: Interim Planning Meeting

RESOLVED: noted.

C 6444 Items for Future Consideration

None were raised.

RESOLVED: noted.

C 6445 **Press Release**

- Skatepark makeover at Horley Recreation Ground.
- Practical Completion of Council office expansion.

RESOLVED: noted.

C 6446 **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 6447 **Confidential Minutes** **CONFIDENTIAL**

RESOLVED: that the Confidential Minutes of the Council Meeting held on 16 June 2026, be approved.

C 6448 **Three-Yearly Tree Survey 2026** **CONFIDENTIAL**

RESOLVED: To consider the award of the contract for a Tree Surgeon to carry out remedial tree works at Town Council sites, as identified in the three-year tree survey.

C 6449 **Horley Recreation Ground Proposed Revamp Masterplan** **CONFIDENTIAL**

RESOLVED: To approve the appointment of Allen Scott Landscape Architecture, for the next stage of the masterplan landscape improvement options, at a cost of £2,800 plus VAT, to be covered from the Leisure and Amenities Committee's Earmarked Fund.

Meeting closed at 8.53pm **Date of next meeting: 8 September 2026**

To: Cllrs Avery, Baird, Beech, Blacker, Burnham, Chester, Easterbrook, Evans, Fagan, George, Hudson, Hughes, Marr, Marshall, Mearing, Saunders, Turner, Wotton