



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 8 September 2026 at 7.30pm

Present

Cllrs	Hannah Avery	Maggie Evans	Robert Marr
	Jante Baird	Emma Fagan	Samantha Marshall
	Jordan Beech	Mike George	Martin Saunders
	Michael Blacker	Jerry Hudson	Tom Turner
	Lynnette Easterbrook (Chair)	Cec Hughes	Steve Wotton

In

J Walsh (Chief Executive Officer - CEO)

Attendance

S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)

J Stay (Planning Officer and PA Support)

The meeting was preceded by a minute's silence in memory of former Borough and Town Councillor, Diana Andrews who sadly passed away recently.

C 6450 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Chester and Mearing, be approved with officer recommendations that they be accepted. Cllr Burnham was absent.

C 6451 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Avery declared a non-pecuniary interest in item 17 – **Reigate and Banstead's Dog Public Space Protection Orders** as she is the portfolio holder at RBBC Neighbourhood Services determining the outcome of the order.

RESOLVED: noted.

C 6452 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on 28 July 2026 be approved.

C 6453 Full Council Updates

C6435 – RBBC Community Asset Transfer and Support (CATs) Programme (CATS)

The CEO updated members on the project. The legal process with the freehold transfers of the three land assets is progressing. The Contract of Sale has been exchanged and the commuted sum for five years' maintenance has been finalised. The freehold transfers will be completed in the coming months and the handover date is expected to be the first week of December 2026. A commemorative event will be held at RBBC Town Hall on 29 November 2026, with organisations involved in the asset transfer programme, to celebrate the successful transfer of assets.

RESOLVED: noted.

C 6454 Committee Reports

RESOLVED: that the unapproved Minutes of the Planning and Development Committee held on 18 August 2026, be received.

C 6455 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 6456 The SALC AGM and Conference is due to be held on 5 November 2026 at Silvermere Golf Club in Cobham.

RESOLVED: noted.

C 6457 Cllr George gave the following updates from SALC:

- **SALC continues to formulate a response on the SCFSA (Surrey County Foundation Strategic Authority).** It is requesting that town and parish councils are seen as a strategic partner, not a stakeholder and will have a close relationship with the SCFSA at all levels. SALC requested that procedures and agreements are continued into the shadow authority when formed.
- It was agreed that town and parish councils should have a seat on oversight and scrutiny bodies.
- It was proposed that strategic authorities should have the ability to provide direct grant funding to town and parish councils, including multi-year funding.
- The Chief Fire Officer will be attending the next members' forum and will deliver a presentation on community resilience.

C 6458 The following NALC updates were received:

- **Plans are progressing for the new LGR Network Launch** which will meet every quarter, to provide National Assembly Representatives and County Associations with opportunities to share best practice, discuss reorganisation impact and learn from councils with first-hand experience of local government reform.
- It was noted that the NALC AGM will be held this year on 12 November 2026.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6459 RBBC/HTC Liaison Meetings

The CEO gave the following comprehensive updates from the meeting held on 1 September 2026:

- The transition to East Surrey and West Surrey is progressing and existing employees will be transferred under TUPE arrangements.
- The East Surrey Council HQ location will be announced shortly. Remembrance ceremonies are to be run by local authorities.
- Following confirmation of the Community Governance Review through a legal order, interim parish clerks are to be recruited and election costs for the new councils will be supported by the principal authority in Year One.
- RBBC's Noise Abatement Notices and related legal orders were discussed in relation to The Cage (Reigate), the former Simply Bridget premises (Horley) and Tanyard Barn. The discussion focused on how local businesses can be supported and engaged constructively while Environmental Health officers investigate and assess noise nuisance complaints.
- An update was received on S106 allocations to enhance outdoor playing space at the new Horley Town Park at Tanyard Meadows. The project is at stage 2 of the design

C 6459)

proposals, following public and stakeholder feedback and revised plans will be shared with HTC once available

- The town centre car parks now offer one hour's free parking until further notice to support the High Street businesses during the works. The CEO extended a note of thanks from the Council to Cllr Avery for her assistance in securing this, in her capacity as RBBC Executive Member for Neighbourhood Services.
- The position regarding the land at Fishers Farm is that the site is owned by Greensand Holdings Ltd, of which RBBC is the sole shareholder, rather than acting as landlord. Accordingly, any decisions relating to the disposal of the asset and its transfer to the successor authority will remain under review, unless alternative arrangements are agreed.

RESOLVED: noted.

C 6460

ESSA/SCC/RBBC/HTC Joint Council Meeting

It was noted that the next ESSA/SCC/RBBC/HTC Joint Council Meeting will be held on 14 September 2026 and Members were invited to put forward items for the agenda.

RESOLVED: noted.

C 6461

**Local Government Reorganisation and Devolution
Reigate and Banstead Polling Places and Polling Districts**

RESOLVED: that this Council's response to the Reigate and Banstead Polling Places and Polling Districts Interim Review (Horley Wards), be ratified.

Internal Audit Matters

C 6462

RESOLVED: that the Councillors' Audit Certificates for April, May and June 2026, be received.

C 6463

RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 30 June 2026, be approved.

C 6464

Outside Bodies

Royal British Legion

Cllr Marshall reported that the minutes from the August meeting have been circulated. Borough Cllr Baker had confirmed that Horley Community Centre may be used for the band to prepare for the Remembrance Parade in November and road closures for the Sunday Service at the Memorial Gardens had been approved.

RESOLVED: noted.

C 6465

Council Policies

Tree Management Policy

RESOLVED: that the Tree Management Policy be approved for adoption; proposed by Cllr Saunders and seconded by Cllr George.

The CEO presented the draft Electric Vehicle Charging Policy and thanked Cllr Saunders for his assistance with establishing the facility, which is awaiting connection and the appointment of a service provider. The policy provides a framework for the use of the charging point, supporting low-emission transport on a cost-recovery, not-for-profit basis. Tariffs will be applied fairly and reviewed periodically and users will be required to comply with operating instructions and parking restrictions. Members noted that annual charging rates would be considered once the facility becomes operational. The policy was approved, subject to the review period being amended from annually to every two years, proposed by Cllr Saunders and seconded by Cllr Marr.

RESOLVED: that the Electric Vehicle Charging Policy be adopted and published on the Town Council website.

HTC Grants Scheme – Funding Applications

Members considered an application from the Horley WI for £250 towards supplies for knitted poppies to decorate the Memorial Garden railings for Armistice Celebrations 2026 in support of the Royal British Legion. It was resolved that the grant of £250 will be awarded to Horley WI and this was proposed by Cllr Saunders and seconded by Cllr Marr.

RESOLVED: that the application from the Horley WI to the HTC Grants Scheme, in the sum of £250, be approved.

Horley Town Council's Grounds Maintenance Contract with idverde

The CEO summarised the position with the Council's grounds maintenance provider which was a three-year contract, to maintain all parks and open spaces. She asked Members to consider the officer recommendation to exercise the option to extend the existing Grounds Maintenance Contract, due to expire on 31 December 2026, for a further two-year period from 1 January 2027 to 31 December 2028.

The extended contract will also include the three additional land assets following the freehold title transfers at Yattendon Recreation Ground and Playground, Bay Close and Riverside Walk (incorporating Court Lodge Fields and compound area as one parcel of land). The Leisure Committee had been monitoring the performance of idverde and no issues had arisen, however it was agreed to enquire on the organisation's progress with acquiring electric powered machines on the next renewal.

The total contract sum was agreed at £101,194 which comprises £65,698 for the existing sites and £35,496 for the newly added sites, index-linked to the current inflationary rate of 3.5%. The cost of maintaining the existing sites will be met by the Town Council's Annual Budget and the costs associated with the three additional sites will be funded from the agreed commuted sum of £249,434 from the borough council, over a five-year period. Members supported the recommendations and it was agreed that a Letter of Agreement be issued to the contractor accordingly. The CEO gave thanks to the Leisure Committee Chair, Cllr Marshall, for her assistance on the negotiations with the contractor.

RESOLVED: that Horley Town Council's Grounds Maintenance Contract with idverde be extended for a further two-year period from 1 January 2027 to 31 December 2028, be agreed and the proposed contract terms be approved and confirmed in a Letter of Agreement from the Council; proposed by Cllr Saunders and seconded by Cllr Marr.

The Assistant CEO and RFO reported that the project had been completed in budget and a full report will be issued in due course. As the expanded accommodation has been brought into full daily use, a number of further works and associated items have been identified. The ancillary works include installing a disability-compliant front door, enhanced building security, upgraded IT infrastructure, replacement meeting tables for the hall. The old meeting tables were donated to the Christian Church for use at the Westvale Neighbourhood Hall. The allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £30,000, to the Office Expansion Earmarked Reserve was approved to fund necessary enabling, reinstatement and ancillary works arising from the Office Expansion Project, proposed by Cllr Marr and seconded by Cllr Fagan.

RESOLVED: That the allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £30,000, to fund necessary enabling, reinstatement and ancillary works arising from the Office Expansion Project, be approved.

The CEO updated Members on the official unveiling of the Town Council offices, scheduled for 18 September 2026. The ceremony will be officiated by Chris Coghlan MP and attended by the Borough and Town Mayors, other dignitaries and members of the public. A ribbon-cutting ceremony will take place at 12.30pm, followed by light refreshments, with an opportunity for hirers and residents to view the new facilities. Members noted that display boards with before-and-after photographs, together with information on other capital projects and Council achievements, would be featured at the event. The Horley Society of Artists has also agreed to exhibit a selection of artwork produced during the group's long-standing use of the Edmonds Hall. It was further agreed that event should acknowledge that the project was funded through a grant awarded by Reigate & Banstead Borough Council under the Strategic CIL SIP 2 Scheme.

RESOLVED: noted.

Reigate and Banstead's Dog Public Spaces Protection Orders

Members considered this Council's response to **Reigate and Banstead's Dog Public Spaces Protection Orders** consultation. It was agreed to request the restriction rules for Horley Recreation Ground are applied to Court Lodge Fields and also Michael Crescent with the exception of the play area.

RESOLVED: that the Town Council's response to the Reigate and Banstead's Dog Public Spaces Protection Orders, be approved.

Christmas 2026

The arrangements for the **Councillor Christmas Hospitality Event** at Horley Community Centre, Albert Road were discussed which would be on the same day as the Christmas Fair and Carol Service, on Saturday 12 December 2026. Cllr Marshall agreed to organise the refreshments with help from fellow Members. Members were reminded they can contribute to the hospitality fund by credit card at the next meeting. Additionally, the Christmas tree has been ordered for installation on 19 November 2026.

RESOLVED: noted.

C 6473**Diary Dates**

Monday 14 September 2026, 5.00pm	ESSA/SCC/RBBC/HTC Joint Council Meeting
Thursday 17 September 2026, 6.30pm	Planning Reform Update Training
Friday 18 September 2026 from 12.30pm	Town Council Office Unveiling Ceremony
Tuesday 22 September 2026, 7.30pm	Full Planning Meeting
Friday 25 September 2026 at 6.30pm	Horley Awards Night
Wednesday 30 September 2026, 7.30pm	SALC Councillors Forum

Cllr Marshall reported that the knitted poppies will be added to the Memorial Garden railings on Sunday 18 October 2026 and requested member assistance. It was confirmed that public liability insurance will not apply.

RESOLVED: noted.

C 6474**Items for Future Consideration**

Review of the annual budget at six months.

RESOLVED: noted.

C 6475**Press Release**

Town Council Office Official Unveiling Ceremony and completed office expansion project.

RESOLVED: noted.

C 6476**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 6477**Confidential Minutes****CONFIDENTIAL**

RESOLVED: that the Confidential Minutes of the Council Meeting held on 28 July 2026, be approved.

Meeting closed at 8.40pm

Date of next meeting: 27 October 2026