

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held virtually on Tuesday 25 August 2020 at 7.30 pm.

Present	Cllrs David Powell (Chairman) Jante Baird James Baker Giorgio Buttironi Mike George Adrian Kitajewski Helen Kitajewski Robert Marr Samantha Marshall Simon Marshall Wayne Phillips Martin Saunders
In Attendance	J Walsh (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk) Gareth Balch, Horley Lawn Tennis Club

Prior to the start of the meeting there was a Minute's Silence in memory of former Councillor & Town Mayor Mike Miller who had passed away earlier in the year.

C 4984 Virtual Meeting

RESOLVED: that in view of the COVID-19 lockdown period, this Full Council meeting be held virtually.

C 4985 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Hudson, Kumar, Spencer and Stimpson be accepted.

C 4986 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on the agenda.

RESOLVED: noted.

C 4987 Public Forum

Gareth Balch from the Horley Lawn Tennis Club outlined proposals for the Club to sponsor a Community Tennis Initiative at Horley Rec for the coming year, also to be sponsored by Prince Racquets. Free tennis coaching would take place on all the courts from 11.30 am

C 4987) until 1.00 pm on a Sunday morning during school term times. Hand sanitiser would be provided and details of family groups kept for Track & Trace purposes, as well as a full Risk Assessment being provided. Members welcomed the proposal and thanked Gareth for his attendance.

RESOLVED: noted.

Horley Community Tennis Initiative

C 4988 **RESOLVED: that the proposal from the Horley Lawn Tennis Club to offer free tennis coaching at Horley Rec on a Sunday morning be approved.**

C 4989 **RESOLVED: that a banner advertising the coaching be purchased from PLG Signs, in the sum of £60 plus VAT.**

C 4990 Ordinary Meeting of the Council, 30 June 2020

The minutes of the above meeting of the Council were presented for confirmation by members (to be signed by the Chairman of the Council in due course).

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 30 June 2020, including all confidential items, be approved.

C 4991 Leisure & Amenities Committee, 21 July 2020

RESOLVED: that the unapproved minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be received.

C 4992 Finance & General Purposes Committee, 4 August 2020

RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.

C 4993 Planning & Development Committee, 16 June 2020

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4994 Planning & Development Committee, 14 July 2020

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4995 Motion Supporting the Fight Against Racism

RESOLVED: that a motion be put forward for consideration at the Full Council meeting on 27 October 2020.

Chairman's Report

C 4996 The Chairman reported that his "Walk to the Menin Gate" fundraising initiative to raise funds for the Earl Haig Sports & Social Club (home of the Horley RBL), recently badly damaged by fire had commenced on 8 August. He was walking several laps of Horley Recreation Ground each day, accompanied by three senior Horley RBL members and aimed to complete the walk by mid-September. He added that he would be carrying a poppy wreath for the duration of the walk, which the Mayor of Ypres had agreed to lay at the Menin gate on David's behalf. The Chairman thanked those people who had supported the fundraising initiative by accompanying him on some of his many laps.

RESOLVED: noted.

C 4997 The Chairman added that he had also attended a small wreath laying ceremony in the Memorial Gardens on 15 August to commemorate the 75th Anniversary of VJ Day.

RESOLVED: noted

Borough, County Councillor & Other Updates

C 4998 The Clerk advised that there had been no further meetings with County Cllr Kay Hammond and Borough & County Councillor Graham Knight, another was planned for 18 September.

RESOLVED: noted.

C 4999 The Clerk told members that Surrey County Council had been selected as a pilot authority to work on proposals to re-structure Local Government across the County, to be shared with Central Government as part of its anticipated "Recovery & Devolution" white paper this Autumn. The Surrey Leader's Group would be looking at proposals to simplify and improve Local Government. All viable options would be considered, including multi-unitary solutions. The Clerk added that members would be kept up to date on all developments.

RESOLVED: noted.

Notice of Vacancies – Office of Town Councillor – Horley South Ward

- C 5000** The Clerk advised that a vacancy had been declared, following the resignation of a Town Councillor. An election to fill the vacancy would be held on 6 May 2021, if requested in writing (email acceptable) by ten electors of the Ward by 7 September 2020. If not, the vacancy would be filled by Co-option as soon as practicable.

RESOLVED: noted.

- C 5001** **RESOLVED: that, should no election be called, the vacancy, along with the one previous declared be filled virtually by co-option at the Full Council meeting on 27 October 2020.**

Schedule of meetings until 31 December 2020

- C 5002** The Clerk read out correspondence from the Minister for Regional Growth and Local Government, thanking local government for responding so well to the remote conduct of meetings. Current Regulations enabled all Council meetings to be held remotely and did not preclude either physical meetings or a hybrid form of meetings. The recommendation however was still that meetings continue digitally where possible, avoiding the need for face to face contact. Should Council Buildings be used for physical meetings, the meetings must be managed within social distancing guidance and public health regulations. The Clerk added that she would be completing the Local Government Survey on holding remote meetings.

RESOLVED: noted.

- C 5003** **RESOLVED: that the attached schedule of meetings, extended until 31 December 2020 be approved.**

Café in the Park, Horley Recreation Ground

- C 5004** The Clerk updated members on the recent meeting of the Café Working Group. There had been a four-week delay to the Thames Water connection from the cafe to the drainage in Brighton Road, this was now anticipated to be completed in early September. The CCTV was up and running and the BT connection, which would enable the cameras to be viewed remotely was expected very soon. Practical completion was anticipated to be in mid-September, the tarmac for the car park extension was due to be laid within the next few days and the whole car park would then be re-lined. Partial handover of the café had taken place the previous day, the Tenancy Lease had been signed and the deposit collected. The café operator was now fitting out the interior, with an anticipated opening date in early-mid October.

- C 5004) **RESOLVED: noted.**
- C 5005 **RESOLVED: that the Leaders Group decision to approve the extension of the car park according to the original design (into the park's grassed area) for the original sum of £46,610 plus VAT be ratified.**
- C 5006 **RESOLVED: that the Leaders Group decision to approve the payment of Time-Related costs for additional plant hire due to the Pandemic, in the sum of £5,028 plus VAT be ratified, the costs to be allocated to the Town Council's Covid cost code.**
(Following a question from a member, it was subsequently confirmed that Newlyn's had been unable to re-claim these costs via their insurance cover.)
- C 5007 **RESOLVED: that payment of £1,260 plus VAT for the Solicitors professional fees to prepare the Lease for the Café Tenancy be approved.**

Community Foundation for Surrey (Horley Edmonds Fund)

- C 5008 **RESOLVED: that the Fund Holder Quarterly Statement for the period until 30 June 2020 be received. (A copy is appended.)**
- C 5009 Members considered an application for funding from YMCA East Surrey to increase the hours of a Family Support Worker at the Horley Family Centre to support vulnerable families in Horley. Funding of £6,172 had been achieved for the project to date and a further £3,828 was needed. Some members expressed concern that the funding was for salary costs, something the Town Council tried to avoid as the need could be ongoing. Cllrs Powell and George added that exceptions had been made to this in the past and the Head of Leisure added that the formal Agreement between the Town Council and the Community Foundation did not prevent salary costs being funded, especially as there were occasions where a project totally depended on this.

After some further discussion the following was resolved:

RESOLVED: that a one-off grant of £1,500 be awarded to the YMCA East Surrey project for a Family Support Worker in Horley, the Community Foundation for Surrey to be informed accordingly.

C 5010 Horley Community Partnership Meetings

Members were updated on the meeting held the previous week. Thanks had been recorded to Alison Addy, Melanie Wrightson and the Gatwick IT Team for their recent generous donation of laptop computers to the Level Up Project, which was providing IT equipment for disadvantaged Horley children. 100 laptops had been

C 5010) donated to schools to date and 70 more were currently in stock to be distributed soon. (Informal notes of the meeting are appended.)

RESOLVED: noted.

Environment Matters

C 5011 **RESOLVED: that due to its ever-widening remit, The Environment Working Group report in future to Full Council.**

C 5012 Members were updated on a recent meeting of the Working Group. Participation in this year's Great British September Clean was planned, with groups of no more than six people being encouraged to litter pick around the Town. It was hoped that the Horley MP would visit some of the activities on Saturday 26 September and a press release was due to issued soon. Cllr George added that the Group was still working on plans to establish a Horley Commercial Hub and a Joint Proposal from the Town Council and the Horley & District Chamber of Commerce had been put forward to Reigate & Banstead Borough Council.

RESOLVED: noted.

C 5013 **Westvale Park Allotments**

The Head of Leisure advised that RBBC had now received the Pre-Application Submission from the Horley North West Consortium for the Allotment Sites, details of which had been forwarded to the Town Council for comment. Unfortunately the Consortium was unable to provide toilet facilities at the Southern Allotment Site, as had been requested by HTC, due to the allotment site being landlocked from the remainder of the development, being bounded by the Great Crested Newt Reserve, the Marden Homes development and the new primary school site. The Consortium would therefore be unable to provide the necessary services from the development to the site. Members expressed their disappointment at this however they still resolved to take over the allotment site.

RESOLVED: that the Town Council take ownership of the Westvale Park Southern Allotment Site, the RBBC NW Sector Development Manager to be informed accordingly, the information to be included in the RBBC pre-application response.

C 5014 **Litter Bins for Horley Recreation Ground**

RESOLVED: that the purchase of two covered litter bins from Earth Anchors Ltd in the sum of £1,004 plus VAT, to be sited in the vicinity of the café be ratified.

C 5015 Events in Recreation Grounds

The Head of Leisure advised that Circus Wonderland would be performing at Horley Recreation Ground from 9-13 September, having supplied all the necessary Covid Risk Assessments etc. Both the Charity Dog Show and Annual Bonfire & Fireworks Display had already been cancelled by Horley Lions. Extreme Fun had cancelled their Funfair visit to Court Lodge in August and it was not yet known whether Beach's Funfair would be attending in October.

RESOLVED: noted.

C 5016 Members Annual Tour of St Bart's Churchyards

RESOLVED: that the annual tour of the Churchyards take place at 6.00 pm on Wednesday 9 September. (All members welcome to attend.)

C 5017 Letters Received

The Clerk told members that a resident of Albert Road had enquired whether it would be possible to use the rear car park of the Albert Rooms to park a mini-bus being used to transport Special Needs children to and from school. Members agreed that the car park could only be used as and when there might be space available. A member suggested that the Regent Hall car park might be an alternative.

RESOLVED: that the resident be informed accordingly.

C 5018 RESOLVED: that, "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 5019 Staffing Matters

CONFIDENTIAL

C 5020

Members received the report of the meeting of the Staff Committee held on 12 June 2020 and approved the recommendations put forward, following the Staff Salary Review 2020/2021.

Meeting closed at 9.14 pm

Date of next meeting: 27 October 2020

Horley Town Council

Schedule of Meetings until 31 December 2020

Due to the Coronavirus outbreak essential Town Council Meetings are being held virtually at the present time.

The Following Meetings are scheduled until 31 December 2020:

- 25 August – Full Council**
- 1 September – Spare**
- 8 September - Spare**
- 15 September – Planning Committee**
- 22 September – Leisure Committee**
- 29 September – Spare**
- 6 October – Finance Committee**
- 13 October – Planning Committee**
- 20 October – Spare**
- 27 October – Full Council**
- 3 November – Spare**
- 10 November – Planning Committee**
- 17 November – Leisure Committee**
- 24 November – Finance Committee**
- 1 December – Spare**
- 8 December – Planning Committee**
- 15 December – Full Council (Precept Setting)**
- 22 December – Spare**
- 29 December – Spare**

Following Government advice, essential meetings of Horley Town Council are being held virtually during the Covid-19 lockdown period and not in the Council Chamber.

All papers will be published on our website and social media channels as normal.

Members of the public may join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) no later than one hour before the start of the meeting. Virtual Council Meetings may be recorded for monitoring purposes.

Town Clerk, 25 August 2020

Fund Holder Quarterly Statement

Report for the Period: 01 April 2020 to 30 June 2020

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2020			£110,473.18
	Credits	Debits	
TOTAL	£0.00	£0.00	
Total Fund at 30 June 2020			£110,473.18

Please note: Endowment valuations are updated annually on the 31st March

Grants Income & Expenditure			
Opening Balance at 01 April 2020			£4,723.65
	Receipts	Payments	
Dividend Receipts and cash distributions from Endowment Funds	£1,104.73		
Contribution to Community Foundation		£414.27	
TOTAL	£1,104.73	£414.27	
Balance available for grant making at 30 June 2020			£5,414.11

Notes of the Horley Community Partnership meeting held on Fri 21st Aug 2020.

The main topics discussed were:-

1] RBBC COVID support activities such as food parcels & collecting prescriptions will come to an end at the end of Aug.

2] RBBC with other partners are starting to plan for the eventuality of a second COVID spike this winter.

3] Horley Day Centre:

[i] Hirers will possibly be able to return from mid Sept but the centres requirements on hirers have yet to be finalised.

[ii] Elderly residents who use the day centre may return from mid Oct but in AM & PM bubbles with a possible maximum of 20 people per bubble.

4] Family Centre is not open or with a date in mind as they are waiting on guidance from SCC.

5] VARB – volunteer numbers have dropped off, due it is thought, to returns to work & holidays. However there is a small number of new volunteers.

6] Mention of a SCC Capital Fund of £100 million which is going through/has gone through the cabinet. Publication of the scheme expected shortly.

7] Concern that food bank donations have dropped off.

8] Level Up update given by Martin.

9] Could the success of Level Up be rolled over into a scheme for elderly residents who are digitally isolated. This might require different solutions than Level Up such tablets not laptops & voice activated systems.

10] I gave updates on the Café in the Park, Commercial Hub, Community Orchards & the increase in community groups using the councils open spaces.

Mike George

21st Aug 2020