

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 2 July 2019 at 7.30 pm.

Present	Cllrs David Powell – Chairman & Town Mayor Jante Baird Giorgio Buttironi (part meeting) Pamela Chandler Mike George Jerry Hudson (part meeting) Adrian Kitajewski Helen Kitajewski Samantha Marshall Simon Marshall Valerie Marshall Michael Robinson Martin Saunders Rob Spencer Fiona Stimpson
In Attendance	J Walsh (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk)

C 4708 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Ganesh Kumar and Robert Marr be accepted, for reasons as specified in the Attendance Register. (Cllr Wayne Philips was absent.)

C 4709 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: noted.

C 4710 Public Forum

No members of the public were present.

RESOLVED: noted.

C 4711 Annual Meeting of the Council, 21 May 2019

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

C 4711) *RESOLVED: that the minutes of the Annual Meeting of the Council held on 21 May 2019, including all confidential items, be approved.*

C 4712 Leisure & Amenities Committee, 4 June 2019

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

C 4713 Finance & General Purposes Committee, 18 June 2019

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

C 4714 Planning & Development Committee, 28 May 2019

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

C 4715 Annual Audit for Year Ending 31 March 2019

The Head of Leisure confirmed that the Annual Governance & Accountability Return (AGAR) 2018/2019, along with all other required papers, had been submitted to External Auditor PKF Littlejohn LLP on 26 June. Receipt had been acknowledged and the AGAR was "in the queue for processing".

RESOLVED: noted.

C 4716 Health and Wellbeing in Local Councils

The Head of Leisure advised that former Town Councillor Richard Olliver would be attending the Full Council Meeting on 3 September to explain more to members about the Surrey-wide project he was overseeing on behalf of the Surrey Association of Local Councils (Surrey ALC) to encourage Local Councils to have a greater involvement in local Health and Wellbeing issues.

RESOLVED: noted.

C 4717 Chairman's Report

The Chairman advised that he had attended the following:

Reigate Scouts AGM

Opening event at the new Horley Library

C 4717) *RESOLVED: noted.*

Borough, County Councillor & Other Updates

C 4718 The Clerk updated members on the recent meeting with Cllrs Hammond and Knight, attended by herself, the Chairman and Cllr George, where there had been updates about possible improvements to the railway footbridge and underpass, the proposed merger of the Town Management Group with the Regeneration Forum and the possible establishment of the Landen Park Village Green Residents' Association. (Notes of the meeting are appended.)

RESOLVED: noted.

C 4719

It was noted that the next meeting of the Residents' Forum was to be held in the Albert Rooms on Wednesday 25 September.

RESOLVED: noted.

C 4720

It was noted that Chris Phelan, Democratic Services Manager was no longer in employment with the Borough Council. The next informal catch up meeting was to be held in October and would be with Alex Vine, the RBBC Democratic Services Officer.

RESOLVED: noted.

C 4721

General Data Protection Regulations (GDPR) – Officer Roles

RESOLVED: that the following recommendations of the Finance & General Purposes Committee, from the meeting held on 18 June 2019, be approved:

- i) that the appointment of Alan Jones as Data Protection Officer end with effect from 30 June 2019***
- ii) that a Data Protection Lead role be created (not a named officer) with a dedicated email inbox named Data Protection.***

Community Infrastructure Levy (CIL)

C4722

Receipt was noted of the latest CIL Financial Report, which had been received from the Borough Council's CIL Officer. It was noted that to date approximately £13,500 had been received by the Town Council in CIL funding. It was agreed that consideration be given to the possible spending of CIL monies when the HTC Town Plan was updated, as well as inviting comments and suggestions from local residents.

RESOLVED: noted.

C 4723 The Clerk updated members on the draft CIL Regulations, due to come into force on 1 September this year. These would include a requirement that the Town Council prepare a report for any financial year in which it received CIL receipts, the report to include total CIL receipts for the year, as well as the total expenditure with details of the items, to which CIL had been applied. The report was required to be published on the HTC website and was to be sent to the charging authority (RBBC) no later than 31 December, following the reported year.

RESOLVED: noted.

C 4724 It was noted that the Borough Council was planning to run a CIL Local Fund Survey from mid-September, seeking input from the community regarding their priorities and project suggestions for local CIL monies. The Borough Council would share those suggestions relevant to Horley with the Town Council.

RESOLVED: noted.

C 4725 Grant Application by St Bart's Church (Lychgate Project)

The Head of Leisure gave a brief update on the amended grant application from the Church. She explained that the Church had been fortunate in receiving promises of more funding towards the repair of the roof of the Boer War Memorial Lychgate, than was needed. The Church Warden had enquired whether the Town Council grant money might be used towards the refurbishment of the lower oak gates instead and the Finance & General Purposes Committee had recommended that the request be approved. After discussion, the following was approved:

RESOLVED: that the use of the HTC Grant money of £1,000 to fund the refurbishment of the lower gates of the Lychgate, as recommended by the Finance & General Purposes Committee, be approved.

C 4726 Members' Allowances for the Council Term 2019 – 2023

It was noted that, whilst the previous Town Council Administration had adopted the 2017 recommendations of the Parish Remuneration Panel, regarding travel and subsistence, it had deferred making a decision regarding the payment of a Basic Allowance of £100 per member per year until the new Administration was in place. The Head of Leisure added that members were already able to claim for stationary costs, such as paper and ink.

Cllr George told members that, when recently attending a Surrey ALC training session, the advice had been given that the payment of a Basic Allowance should be adopted as part of the Members' Remuneration Scheme, so as not to disadvantage any Councillors and deter future

C 4726) candidates from coming forward. It was noted that members could opt out of receiving the Allowance, if they wished to do so. Following some discussion the following was resolved:

RESOLVED:

- i) that Horley Town Council re-adopt the recommendations of the Parish Remuneration Panel regarding payment of Travel and Subsistence Allowances.**
- ii) that Horley Town Council adopt the recommendation of the Panel that a Basic Allowance of £100 per member per year be paid, unless Members opt out of receiving the Allowance, the individual decisions of members remaining confidential. (Details of the Members' Remuneration Scheme are appended.)**

Café at Horley Recreation Ground

C 4727 The Clerk updated members on the Build Programme for the Café. She explained that preliminary works had started, with six car park spaces being cordoned off. The build was expected to take between 20 and 24 weeks. A Progress Meeting was to be held in mid-July with representatives of Newlyn Contractors Ltd and the Quantity Surveyor from Copeland Yussuf LLP. An upgrade of the CCTV camera system was planned and the contractor had been made aware of upcoming events such as the Dog Show, Circus and Bonfire & Fireworks Display. Interviews for the appointment of the Café Operator were to be held shortly and a Press Release about the project would also be issued (a copy is appended).

RESOLVED: noted.

C 4728 Members considered the possible impact on car park users from increased parking by taxi drivers, once the café was open. They discussed how the situation might be managed, including the possible use of an ANPR (Automatic Number-Plate Recognition) Camera System, however it was agreed to monitor the situation before making any firm decisions.

RESOLVED: noted.

Horley Edmonds Community Fund

C 4729 **RESOLVED: that receipt be noted of the Fund Holder Quarterly Statement for the period 1 April – 26 June 2019, a copy of which is appended.**

C 4730 **RESOLVED: that funding of £1,000 be awarded to the grant application from the MHA Reigate & Redhill Live at Home Scheme for a Chair-Based Exercise programme and outings for older men to a Lunch Club. (Proposed by Cllr Helen Kitajewski and seconded by Cllr Samantha Marshall.)**

C 4731

Grounds maintenance Contract with G Burley & Sons

The Head of Leisure explained that the long-standing Burleys Area Manager had recently left the company, with the Town Council only having two days-notice and no replacement manager in place. Meetings had subsequently been held with the Burleys Operations Director, where the Town Council had expressed its strong disappointment at the lack of communication from Burleys. A new Area Manager had subsequently been appointed and had started the previous day and Burleys had agreed to provide plants worth £500 free of charge, to be planted in the Ornamental Gardens, as a gesture of goodwill. It was noted that the situation would continue to be closely monitored.

RESOLVED: noted.

C 4732

Funfair at Court Lodge Fields

Members considered a request from the operator of the Extreme Fun Family Funfair to bring his fair to Court Lodge Fields during the school summer holidays. The Head of Leisure explained that the fair would be sited behind the Innes Pavilion and on the land where the swimming pool used to be, thus avoiding the football pitches. Cllr George added that the funfair would only operate between 10.00 am and 6.00 pm. Site meetings had been held with the fairground operator to discuss his proposals in more detail. Members agreed that they would be keen to see an event like this brought to Court Lodge Fields and after some discussion the following was agreed:

RESOLVED:

- i) that the operator of the Extreme Fun Family Fair be given permission to bring his fair to Court Lodge Fields, initially for two weeks from 22 July until 5 August, with possible extensions to be agreed.**
- ii) that a fee of £1,000 be charged for the first two weeks, with £250 being charged for any additional weeks, which may be agreed.**
- iii) that a letter, detailing the Town Council's terms and conditions for the use of Court Lodge Fields be sent to the funfair operator (a copy is appended).**

C 4733

Children's Holiday Activities at Court Lodge Fields

RESOLVED: that the request from the Manager of the Horley Children's Centre to hold free activities for children at Court Lodge Fields on the mornings of 29 July and 7, 12 & 19 August be approved. (The Town Council's Terms & Conditions letter is appended.)

C 4734 **Members' Tours of Recreation Grounds**

Dates for the tours of the remaining Open Spaces were agreed, starting on 15 July at Court Lodge Fields and Church Meadows.

RESOLVED: noted.

C 4735 **Diary Dates**

RESOLVED: that future events be noted, in particular upcoming school holiday events at Horley Rec and Court Lodge Fields, St George's Day Fair on 17 August and Open-air Cinema on 23 August.

C 4736 **Confidential Business**

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 4737 **Staffing Matters**

CONFIDENTIAL

C 4738

Grievance Allegations – members were updated on recent meetings and actions taken, as well as on other staff related matters

Meeting closed at 8.46 pm

Date of next meeting: 2 July 2019

Present: Cllr Kay Hammond (KH)
Cllr Graham Knight (GK)
Cllr Mike George (MG)
Joan Walsh (JW)

Apologies: Cllr David Powell (DP)

1. Review of Previous Meeting (10 May 2019) and actions required:

1.1 Dialogue with Network Rail - Condition of Footbridge and Underpass

GK suggested that Network Rail representatives be invited to the HTC offices to consider necessary rail improvements. These included flooding prevention in the underpass, footbridge upgrade (including refurbishing the steel girders since they hold up the track). GK will follow up and provide another update at the next meeting.

Action: GK

In the meantime, the SCC Highways Bulletins would be monitored for works carried out by Network Rail. It was noted that Cllr Andy Lynch was pursuing a community arts project to improve the Subway through the Horley Town Management Group (HTMG).

1.2 Electrical Charging Points - Horley

GK advised that as part of SCC's Community Vision 2030 to protect the environment and raise awareness, a task group (named Surrey's Greener Future Task Group) had launched a public consultation to consider the prompt actions needed to be taken to reach zero carbon emissions. Amongst the issues for consideration, would be more widespread provision of electric car charging points with improved technology to fully charge vehicles.

1.3 Horley Regeneration Forum (HRF) merger with Horley Town Management Group (HTMG)

The proposed merger of the HRF and HTMG, including establishment of a constitution and renaming the group, had yet to be finalised and GK would follow this up.

Action: GK

1.4 Proposals for formation of new Rail Users' Forum in Horley

There was no update - GK to follow up.

Action: GK

1.5 Request for Directional Signage to Gatwick Airport on lamp post opposite 'The Crescent' Public Footpath

There was no update - GK to follow up.

Action: GK

1.6 Request for replacement bollards at shops on Court Lodge Road, from SCC Members Highways Fund 2019/20:

There was no update – KH to follow up.

Action: KH

1.7 Request by Community Radio Broadcaster, Susy Radio

GK advised that enquires would be made with RBBC Cabinet Members on behalf of Susy Radio about the possibility of acquiring suitable premises to operate its community radio station. It was also noted that Lloyds Bank would be another unit vacating Horley High Street soon.

1.8 Regent House Management

GK advised that management of Regent House would be put out to tender at the end of the year and it was unlikely that Staywell would be retendering for the contract.

1.9 Parking Issues - Chequers Drive, Horley

Following discussions, MG said he would initially canvass residents to determine support for a one-way system on to Chequers Drive and, should the response be positive, to encourage a signed residents' petition to be sent to the R&B Local Committee for consideration.

Action: MG

2. Highways Matters

2.1 Road repairs, Bolters Road South

MG raised concerns about the condition of Bolters Road South which was in need of repair due to several potholes and enquired if it had been added the current SCC Highways Maintenance Programme since it had been reported several times. KH said she would seek an update from Surrey Highways and suggested the SCC Highways Bulletins be monitored as well.

Action: KH

2.2 Grass Verge/Weed Spraying Maintenance in Horley

MG enquired about the frequency of grass cutting and weed spraying of roadside verges in Horley as many were heavily overgrown for long periods of time without being attended to. GK indicated that grass verge maintenance was a dual responsibility by SCC/RBBC (dependant on the location) but this service may be limited due to budgetary constraints. This also applied to kerb/gutter maintenance.

(Supplementary Note: [RBBC website](#) information states:

"The grass cutting programme starts in March each year and runs until October.

Each verge cutting cycle takes about five weeks and the teams continually cut until the end of the grass growing season.")

3. Govia Thameslink Railway (GTR) - Passenger Benefit Fund

MG said he understood that should GTR funding for Horley Station improvements be received, this could potentially be extended to benefit other station areas, such as, the Subway. [The GTR survey](#), open until 31 July 2019, had been widely circulated by HTC to encourage individual responses (including rail commuters) and the information was also made known to Salfords & Sidlow Parish Council. The results of the survey would be shared once known.

4. Horley Precinct Refurbishment

JW said that RBBC reported good progress overall with the precinct refurbishment and the anticipated completion timeframe after final safety audits was around the end of September, at which time, the Traffic Regulation Order (TRO) would become operational. MG added that a lot of questions had been raised by community groups, residents and on social media about the lack of regular published updates by RBBC throughout the project. GK agreed that such important information should be widely shared and he would take the matter up with the Communications Teams at SCC/RBBC.

Action: GK

5. Education Capacity in Horley

It was noted that the SCC Cabinet Member, Cllr Julie Iles, had responded to the Town Council's letter in regard to education capacity, explaining the rationale behind phased opening arrangements in new schools (such as the 2 Form Entry phased opening at Westvale Park). MG enquired if the existing schools in Horley could also benefit from Section 106 funding along with the newer schools. KH suggested MG email his concerns to her in his capacity as a School Governor and she will follow up on the matter.

Action: MG/KH

6. Café Pavilion Project

JW advised that the contractors had started preliminary works with 6 car parking spaces cordoned off to form part of the site compound. Excavation of the foundations would start shortly and the build would take around 20 weeks with completion expected in early November 2019. The contractors had liaised with local residents and were available to deal with any queries. The Town Council's CCTV upgrade with 12 new surveillance cameras had completed successfully beforehand to provide extra security during the construction. In the meantime, the appointment of Café Concession Lease was being progressed. MG mentioned concerns about incidents of congestion in the car park and the situation would need to be closely monitored to determine if parking restrictions may become necessary at a future date.

7. Any other Business

7.1 Village Green, Arne Grove, Landen Park

It was noted that the Arne Grove residents had not made it known about forming themselves as a constituted community group with an appointed treasurer. This would prevent them from being eligible for any form of grant to maintain the Village Green until these arrangements were in place. The Town Council had already advised the group that the costs for ongoing maintenance could not be covered by HTC in any event but a one-off grant might be considered if the conditions stipulated were fully satisfied. KH added that the group could perhaps pursue fund raising initiatives for the upkeep of the Village Green or, otherwise, for a nominal yearly contribution be considered by each household to cover maintenance costs.

7.2 Horley Residents' Forum

Date confirmed – Wednesday, 25 September, 7.00 pm – Edmonds Hall.

8. Date of next meeting

It was agreed that the next meeting would be on Friday, 4 October, 3.00 pm.

HORLEY TOWN COUNCIL

Members' Remuneration Scheme

The Members Allowances Scheme operating from 1st April, 2017 provides for the following:

1. Approved Duties for Travelling Allowances

- i) Council meetings.
- ii) Committee, sub-committee and working group meetings (members of these only)
- iii) Site meetings approved in advance by the Council or Planning Committee.
- iv) Staff arbitration and disciplinary proceedings referred to an appropriate authority.
- v) Internal and external training seminars and workshops, as approved in advance by the Council.
- vi) Conferences and seminars organised by other bodies, as approved in advance by the Council
- vii) Meetings of other councils and their committees, as approved in advance by the Council or Planning Committee.
- viii) Attendance at courts of law, inquiries, commissions, consultations and at the proceedings of other bodies to represent the interests of the Parish or Parish Council, as approved in advance by the Council.
- ix) Meetings of those Outside Bodies to which the Council appoints representatives.

2. Scale of Allowances for these Duties

A. Travel

Where the requirements of paragraph 1 are met a travelling allowance for use of a private car will be paid at the rates stated by HMRC in respect of Business Travel, which at the time of writing are:

- Car - 45 pence per mile
- Motorcycle - 24 pence per mile
- Bicycle – 20 pence per mile

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable.

Car mileage in excess of 10,000 miles attracts a reduced rate of 25 pence per mile, as per the Inland Revenue Approved Mileage Allowance Payments rates.

B. Subsistence

Claims for subsistence will be paid for reasonable expenses only, based on those payable to Members of Reigate & Banstead Borough Council, scales are available on request.

3. Basic Allowance

Payment of a Basic Allowance of £100 to every Councillor for the year.

Press Release – Café Pavilion Project, Horley Recreation Ground

Horley Town Council

19 July 2019

Horley Town Council is very pleased to announce that the construction of the Café Pavilion and associated external works (including the car park extension) at Horley Recreation Ground are now well underway. The set-up of the site has been fully carried out by the contractor and the foundations are currently being excavated.

The primary aim is for the Café Pavilion to be accessible to everyone, open throughout the year and supportive of the many popular community activities and events held there. There will be attractive outdoor seating areas as well as indoor seating inside the Café – it will also house Horley's first '**Little Library**', a free book-sharing community initiative and the structure will be beautifully decorated by members of the local *Horley Society of Artists* club.

The appointed Café Operator, to be announced in due course, will provide a popular and wide-ranging cuisine, catering for many dietary requirements and, of course, there will be ice-creams available to purchase for children playing happily in the playground plus hot and cold beverages for the adults! Toilets will be available inside the Café too together with disabled access and baby-changing facilities.

The anticipated completion date of the building and external works is early November. This will be followed up by the fitting out the kitchen area by the appointed Café Operator so the exact timing for the official opening date is likely to be in early 2020. In the meantime, the programme will be kept under careful review and the Town Council will continue to publish regular updates on progress. We are assured by our contractors that disruption will be kept to a minimum as much as possible and they have programmed their works so that that planned community events may proceed as normal. However, continued co-operation from the general public would be very much appreciated during this time by being observant of particular areas which have been cordoned off during each construction phase and of the safety and warning signage in place. The surveillance cameras in the park have recently been upgraded too and are regularly monitored by the police.

This is a very exciting project for Horley! It will provide a very worthwhile community facility and bring new vitality to this hugely popular Recreation Park for many frequent park users, including parents and toddlers who use the adjacent children's playground, for teenagers using the skate park, dog walkers, passing traffic and new visitors too – everyone welcome!

ENDS

Fund Holder Quarterly Statement

Report for the Period: 01 April 2019 to 26 June 2019

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2018			£123,716.16
	Credits	Debits	
TOTAL	£0.00	£0.00	
Total Fund at 26 June 2019			£123,716.16

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

Grants Income & Expenditure			
Opening Balance at 01 April 2019			£4,533.18
	Receipts	Payments	
Dividend Receipts	£1,237.17		
Contribution to Community Foundation		£463.94	
TOTAL	£1,237.17	£463.94	
Balance available for grant making at 26 June 2019			£5,306.41

HORLEY TOWN COUNCIL

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22 July 2019

To Arthur Ott, Extreme Fun
info@extremefun.co.uk

Dear Mr Ott

Funfair at Court Lodge Fields, Summer 2019

I am pleased to confirm, on behalf of the Town Council, that we are agreeable to you bringing your family funfair to Court Lodge Fields from **Monday 22 July until Monday 5 August 2019**. We understand that the funfair will be open from 10.00 am – 6.00 pm, every day from **Friday 26 July until Sunday 4 August**. A further week may be agreed, in which case the funfair will be open until **11 August 2019** and you will vacate the site on **Monday 12 August**.

The Town Council agrees to payment of £1,000 (already received) in respect of the hire of the land for the initial period and requests that you also provide a deposit, which on this occasion has been agreed as £480 (already received). The deposit will be retained by the Town Council for the duration of the visit and will be used to make good any damage caused to land and/or property. If a further week's stay is agreed, the Town Council will require payment of a further £250. The Town Council reserves the right to refuse the movement of vehicles either onto or away from the Recreation Ground, should weather conditions prove to be particularly unfavourable. This offer is also subject to your supplying and maintaining portable toilets for use by visitors to the funfair.

Please ensure that your caravans are parked away from neighbouring properties and please keep loud noise to a minimum, particularly late at night and when arriving at and leaving the Recreation Ground. Please also make arrangements to have any large amounts of rubbish cleared away, prior to your departure. It is very important that the height barrier to car park is kept locked at all times and the bollard restricting access onto the fields is kept in place.

Finally, members wish to be assured that you have adequate Public Liability Insurance for this event. Whilst the Town Council accepts responsibility for its property, it seeks indemnity against claims or actions for loss, damage, injury or death caused as a direct result of the event or associated activities. A copy of your public liability insurance cover is required.

If you are agreeable to the above conditions, please confirm by email or in writing.

Yours sincerely

A handwritten signature in blue ink that reads 'Carol Fenton'. The signature is written in a cursive style.

Head of Leisure, Horley Town Council

HORLEY TOWN COUNCIL

Joan Walsh - Town Clerk

Carol Fenton – Head of Leisure

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Natalie Hughes

Horley Sure Start Children's Centre Manager

24 July 2019

Dear Natalie

Children's Activities at Court Lodge Fields

I am writing to confirm this Council's approval for you to use Court Lodge Fields for children's activities on 29 July and 7, 12 & 19 August 2019.

There will be no charge for the use of our grounds, however we would request that the Children's Centre meet the cost of any reinstatement / repairs which may occur as a direct result of your activities.

As agreed at the recent site meeting with yourselves, we will make the toilet facilities at the side of the Innes Pavilion available for your use, where you will also have access to power. There is access to drinking water via the rear door of the Pavilion, as explained to you at the site meeting. Please do not disturb the tenant using the front of the Pavilion at any time.

We understand that you may be using a small bouncy castle on some of the days and would ask you to sign and return the attached Agreement to us. Please let us know whether the Barbecue etc is going ahead on 19 August, as soon as you are able to. We would request that any barbecue equipment is used at the Innes Pavilion end of the fields, where there is access to water and trust that the equipment will be supervised at all times.

Please keep the height barrier closed and keep the bollard onto the Fields in place at all times

Please could you provide evidence of your Public Liability Insurance. We would also advise that, whilst the Town Council accepts responsibility for its property, it seeks indemnity against claims or actions for loss, damage, injury or death caused as a direct result of activities or any associated event.

Please could you confirm your acceptance of these terms and conditions in writing (by email will be fine).

We wish you every success with the activities and please keep us updated about the barbecue etc when you have more details.

Yours sincerely,

A handwritten signature in blue ink that reads 'Carol Fenton'. The signature is written in a cursive, flowing style.

Carol Fenton, Head of Leisure