

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held at the Albert Rooms, Albert Road, Horley on Tuesday 15 October 2013 at 7.45 pm.

Present: Councillor Richard Olliver – Chairman & Town Mayor
Councillors C Austin, J Baird, R Bethell, J Chapman,
M George, M Goldsmith, Samantha Marshall, Simon Marshall,
V Marshall, M Miller, D Powell, M Robinson, T Schofield,
R Sherwin and F Stimpson

Also present: A Jones Town Clerk
C Fenton Deputy Town Clerk

C 3388 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr J Spratt be accepted, for reasons as specified in the Attendance Register. (Cllr Hagerty was absent.)

RESOLVED: noted.

C 3389 Declarations of Interest & Dispensations

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

RESOLVED: noted.

C 3390 Public Forum

No members of the public were present.

RESOLVED: noted.

C 3391 Ordinary Meeting of the Council, 9 September 2013

The minutes of the Ordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 9 September 2013, including all confidential items, be approved.

C 3392 Extraordinary Meeting of the Council, 1 October 2013

The minutes of the Extraordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Extraordinary Meeting of the Council held on 1 October 2013, including all confidential items, be approved.

C 3393 Leisure & Amenities Committee, 16 July 2013

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

C 3394 Leisure & Amenities Committee, 10 September 2013

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

C 3395 Finance & General Purposes Committee, 6 August 2013

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

C 3396 Finance & General Purposes Committee, 1 October 2013

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

C 3397 Planning & Development Committee, 27 August 2013

RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.

C 3398 Borrowing Approval

The Clerk reported that Borrowing Approval had been granted by the Secretary of State for the Department for Communities and Local Government (DCLG) and that the Town Council was authorised to borrow an amount not exceeding £85,000, for works associated with the replacement of the roof at the Innes Pavilion. (A copy of the letter from the DCLG is appended.)

RESOLVED: noted.

C 3399 Chairman's Report

The Chairman reported that he had attended the following:

Members' tour of Churchyards
Launch of Horley Branch of Canine Partners
South & South East in Bloom Awards Ceremony
Annual Meeting of East Surrey Home-Start
Presentation of Carnival prizes at Horley Infant School
Horley Active Retirement Group – 25th Birthday Party (attended by Cllr George)
Awards Evening - Horley in Bloom and Town Awards
Annual Meeting of Family Line
Service for the Judiciary
Annual Celebration Reception for Community Foundation for Surrey

RESOLVED: noted.

C 3400 Presentation on the Localism Act

It was noted that the presentation had been cancelled and would be re-scheduled to take place early next year.

RESOLVED: noted.

C 3401 Residents' Health Check Questionnaire

Cllr Baird presented his appraisal of the results. Members agreed that the information would provide a useful tool for future use and suggested that it be shared with Borough and County Councillors, as well as with the Horley Town Management Group. Thanks were recorded for Cllr Baird's work.

RESOLVED: that the appraisal, subject to a few minor changes, be received. (A copy is appended.)

Business Growth Workshop

C 3402 Cllr Schofield reported that the planned Workshop had been cancelled, as only two confirmations of attendance had been received, although it was understood that the Chamber of Commerce might have been sending some representatives after all. Cllr Stimpson stressed the need to give businesses more notice of such events.

RESOLVED: noted.

C 3403 Cllr Schofield added that any future workshops would be more focused, although it was proving difficult to engage with businesses outside the town centre.

RESOLVED: noted.

C 3404 Strategy & Forward Planning Group

Members were updated on recent meetings, notes of which are appended. It was noted that Cllr George would be attending the next meeting, when consideration would be given to the value of the Town Council's continued membership of Gatwick Diamond Business.

RESOLVED: noted.

C 3405 Liaison Meetings with Surrey Police

Members were updated on the recently held meeting. It was noted that information provided by the Police regarding the registration of mobile phones would be included in the next Town Council newsletter. CCTV footage showing damage being caused to the table tennis tables at Horley Recreation Ground had been shown to staff at Oakwood School, where three of the culprits had been identified. Local Police now intended to visit the parents of the culprits and show them the footage.

RESOLVED: noted.

C 3406 Community Foundation for Surrey - Horley Edmonds Community Fund

RESOLVED: that receipt be noted of the Annual Fund Report for 2013.

Remembrance Programme 2013 – Donations to Royal British Legion

C 3407 RESOLVED: that this Council, using the General Power of Competence, make a donation of £250 to the Royal British Legion (to include the provision of the Town Council Wreath).

C 3408 *RESOLVED: that this Council, using the General Power of Competence, make a donation of £50 to the Royal British Legion (Horley Branch) towards the cost of refreshments provided, following the Parade and Service on 10 November. (Allocated from the Chairman's Allowance.)*

C 3409 **Diary Dates**

RESOLVED: that future events be noted, in particular the Bonfire & Fireworks Display on 2 November, Rededication of Memorial Gardens on 6 November, Remembrance Day Parade & Service on 10 November, Two Minutes Silence in Town Centre on 11 November and Carol Service & Hospitality on 14 December.

C 3410 **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 3411 **Horley Edmonds Community Fund**

CONFIDENTIAL

Members agreed to defer a decision regarding an application for funding until a planned meeting with the Deputy Director of the Community Foundation for Surrey had taken place, when criteria for awards would be reviewed.

C 3412 **Concurrent Functions**

CONFIDENTIAL

Members were updated on planned meetings.

C 3413 **Innes Pavilion / Horley Sports (Social) Club**

CONFIDENTIAL

C 3414

C 3415

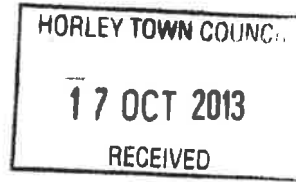
Members were updated on recent actions taken and agreed the way forward, with regard to the roof replacement.

Prior to the close of the meeting, Cllr Miller advised that the Planning Policy Committee at Tandridge District Council had agreed to commence a review of the Tandridge District Core Strategy.

Meeting closed at 8.46 pm. Next meeting: 10 December 2013 (Precept)



Department for
Communities and
Local Government



Alan Jones
Council Offices
92 Albert Road
Horley
Surrey
RH6 7HZ

Our Ref:
SRP 5/23/05 Application 2013-14 (78)

Your Ref:

14 October 2013

Dear Mr Jones,

BORROWING APPROVAL

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the replacement of Sports Pavilion ("Innes Pavilion"), is approved by him as a purpose for which Horley Town Council, "the Council", may borrow an amount not exceeding £85,000.
2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.
3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided that council tax referendum principles will not be set in respect of parish councils for 2013-14. However, they have made it clear that the decision in respect of council tax referendum principles for local councils in 2014-15 will take account of the extent to which councils' restraint in relation to council tax in 2013-14 has been exercised.
4. If council tax referendum principles were to be applied to parish councils for 2014-15, all council tax precepts would be considered against the "excessiveness principles" determined by the Secretary of State. Councils with precept increases which exceeded the principles would be required to hold a referendum to seek the approval of local electors; the result of the referendum would be binding. Councils would be responsible for meeting the costs of any referendum.
5. It should be noted that a precept increase which was attributable to this borrowing approval would not be excluded from consideration under council tax referendum principles.

6. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

- (a) the Council may borrow only for the purpose specified in paragraph 1 above;
- (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;
- (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;
- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Department for Communities and Local Government (DCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify DCLG as soon as is reasonably practicable.

7. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 50 years, starting on the date on which the money is borrowed.

8. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLB) should visit the Board's website in the first instance www.pwlb.gov.uk. PWLB may be contacted on 0845 357 6610 or e-mailed at pwlb@dmo.gsi.gov.uk.

9. The contact at this office for any enquiries is Midi Zeroual on 0303 444 2838 or e-mail to parish.borrowing@communities.gsi.gov.uk.

10. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,



Wayne Caffell
Strategy, Revenue and Capital Division

Results of Horley Town Council Residents Healthcheck 2012-13

SUMMARY

From ~250 responses, covering a representative demographic of the town, the most valued of HTC's roles & responsibilities were given as "Town Centre Development & Regeneration", "Maintenance of the Town Parks" and "Maintenance and Improvement of Recreational Facilities". The highest ranked "favourite thing about Horley" is the "Feel Good Factor", showing that a combination of improvements, not all of them tangible may best represent what our residents want. The highest ranked "Improvement to Horley" was "More Shops", indicating that anything we can do to encourage more small businesses into the town would be well received, and we may do well to pursue (for instance) devolution of business rate setting from RBBC, to encourage more shops into the town.

DETAIL

Methodology

86 responses were received from the "pilot" exercise conducted at the St George's Day event in 2012. Following this, the questionnaire was modified slightly, and a number of responses (although fewer than hoped for) were received. The revised questionnaire asked respondents to rank (from 1-6) six items under the "Things you like about Horley", and "How to Improve Horley" sections. In order to include the prior responses (and some newer ones which were completed on the old form), the "free format" responses have been categorised, and where a suitable response was not found, these have been added to the individual comments.

Section 1 – HTC Roles and Responsibilities

Summary

Respondents were asked to rate the importance of the eleven core services that HTC provides, from Very Important (5), Fairly Important (4), Neither Important or Unimportant (3), Not Very Important (2) and Unimportant (1).

Results (from most important to least important)

1. Town Centre Development & Regeneration (Average Score 4.8)
2. Maintenance of the Town Parks (Average Score 4.7)
3. Maintenance and Improvement of Recreational Facilities (Average Score 4.6)
4. Partnership Working (Average Score 4.5)
5. A Greener Horley (Average Score 4.5)
6. Preservation and Enhancement of the Physical Environment of the Town (Average Score 4.3)
7. Democratic & Representational Voice (Average Score 4.3)
8. Publications & Website (Average Score 4.2)
9. Churchyards Maintenance (Average Score 3.9)
10. Saturday Market (Average Score 3.7)
11. Town Allotments (Average Score 3.5)

Comments / Analysis

It should be noted that the majority of respondents answered that all functions were either “very important” or “fairly important”. There were only 17 responses of “unimportant”, and there were 16 responses left blank. “Very important” was by far the most frequent response, accounting for over half of the total responses, and 83% of the total responses as either “very important” or “fairly important”. This should lead us to believe residents do not value the three functions with an average score below 4.

Section 2 – “Things you like about Horley”

Summary

Respondents were asked to rank by priority the six things below they valued about Horley.

Results (from most valued to least valued)

1. “Feel Good Factor”
2. Shops / Town Centre
3. Amenities (Inc. Leisure Centre)
4. Location & Transport Links
5. Open Spaces
6. Schools

Comments / Analysis

Over half of respondents either did not complete this, or only ranked some of the items. Of the responses, “Feel Good Factor” attracted almost double the score of any other items. “Schools” was lowest by a similar distance. The other 4 items received similar levels of support.

Section 3 – “How to improve Horley”

Summary

Respondents were asked to rank by priority the six things below that could improve Horley.

Results (from most desired to least desired)

1. More Shops
2. Town Centre Regeneration
3. Road & Pavement Maintenance (Inc. Potholes)
4. More Leisure Facilities
5. Facilities for Children & Teenagers
6. More Schools

Comments / Analysis

This area was even more sparsely completed than section 2. “More Shops” was most desired by some margin. “Town Centre Regeneration” and “Road & Pavement Maintenance” were quite close to each other in their desirability, as were the remaining three items.

Other Comments

The majority of the “other comments” given were very specific, and not really appropriate to report on individually. There were however, a few repeated comments that are worth mentioning. One such comment was that more needs to be done to promote the town, along with several comments around the subjects of policing (“more police”, “more PCSOs”, “more police on the beat”, “more police visibility”, etc.) and parking (“more parking”, “free parking”, “better policing of parking”, etc.). There were also a couple of comments about Horley getting a bigger share of RBBC funding – something which we may wish to reference in our discussions with RBBC over concurrent functions.

Demographics

Respondents break down by age group as follows (it should be noted that this is from the household composition of all respondents, not the age of the respondent them self, as this was not recorded)

Group	%age	Adjusted %age	Census %age	Differential	Verdict	Place %age	Differential	Verdict
Pre-School	5.4%							
Primary	11.1%							
Secondary	3.5%							
18-24	6.0%	7.5%	10.7%	-30.0%	Under	1.5%	400.7%	Over
25-44	26.3%	32.8%	40.0%	-17.9%	Under	30.7%	6.9%	
45-64	25.6%	32.0%	31.7%	1.1%		39.7%	-19.4%	
65-74	15.8%	19.8%	9.5%	107.9%	Over	14.6%	35.4%	Over
75-84	4.7%	5.9%	6.0%	-1.3%		11.1%	-46.6%	Under
85+	1.6%	2.0%	2.1%	-7.4%		2.5%	-20.9%	

Respondents break down by gender as follows

Gender	%age	Adjusted %age	Place %age
M	36.3%	39.3%	43.0%
F	57.8%	60.7%	54.0%
MF	3.0%		
Undisclosed	3.0%		

And finally by property Council Tax band as follows

Band	%age
A	0.0%
B	1.5%
C	10.4%
D	37.8%
E	14.1%
F	6.7%
G/H	2.2%
Unknown	27.4%

NB

“census” refers to the 2001 national census returns

“place” refers to the 2008 place survey conducted by Reigate & Banstead Borough Council

STRATEGY AND FORWARD PLANNING ADVISORY GROUP

Meeting Notes : 6.9.13

Present: James Baird, Richard Bethell, Tony Schofield, Roy Sherwin

Apologies: David Powell

Health Check – Residents Questionnaire

James Baird presented his analysis, after emailing the report to group members earlier in the day. A number of review comments were made:

Richard thought that the introduction should state the total number of respondents, besides the initial number of pilot questionnaires.

Group members thought that the report was very useful, Tony because the results made clear that **Partnership Working** was placed high with a score of 4.5, and Richard because **Maintenance of the Town Parks, A Greener Horley** and to some extent **Maintenance and Improvement of Recreational Facilities** were also viewed by residents as very important, with scores of 4.7. 4.5 and 4.6 respectively, suggesting that Horley's Green Spaces are of great value to them.

Tony suggested that the report should include some conclusions, given that data on residents' views will be very helpful to himself and other members currently involved in discussions with R&BBC on concurrent expenditure and on promoting joint interest groups.

James said that it was understandable that three services (**Churchyards Maintenance, Saturday Market** and **Town Allotments**) ranked as least important by residents, given that only a small proportion used them.

James agreed that he would take on board further comments from Group members, as there had been insufficient time for adequate review.

Horley Business Seminar

Tony reported that Alan will be mailing out invitations next week. He still has to discuss the matter of refreshments with the Football Club. While Tony is continuing to steer the event, the arrangements are now being handled by Alan in conjunction with the Town Management Group. Therefore, the Strategy Group does not need to be involved to any great extent from now on.

Strategy for Horley Green Spaces

Richard presented his discussion paper on the above subject, containing the results of his earlier discussion with David Powell. While Tony and James felt this was useful, they haven't so far had time to review it in detail. They promised to come back to Richard with detailed comments.

Next Meeting: 5.15 pm, 4th October 2013, place to be advised.

STRATEGY AND FORWARD PLANNING ADVISORY GROUP

Meeting Notes : 4.10.13

Present: James Baird, Richard Bethell, David Powell, Tony Schofield, Roy Sherwin

Health Check – Residents Questionnaire

James Baird reported that he had done further work in order to establish whether the completed questionnaires represented a valid sample of Horley's residents, compared to the Borough's Place Survey and the 2001 census. The differences were presented in a table, which he will include as an appendix to his report. It was agreed that the sample achieved was reasonably representative. As a consequence, it was also agreed that it was not worth while seeking further completed questionnaires from age groups which were slightly under represented, for example by interviewing 16 year old Oakwood students. However, Roy said that the results and their implications should be presented to Mrs Child. Tony agreed, as there were other matters around the 6th form issue he wanted to raise with her.

It was agreed that James should present the report to Full Council on 15th October. However, he would first produce a final version of the report, incorporating review comments made. In this respect, Tony suggested that the key findings should be brought out in the report's conclusion, for example, on the importance of town centre regeneration and Horley green spaces. Tony also felt that mention might be made of the fact that Horley's infrastructure will after a few years be required to support a population similar to Reigate's. The timetable for completion of the report was agreed as follows:

- James to complete final draft by Tuesday 8th October
- Group members to come back with their comments by Wednesday 9th October
- James to deliver final version to Alan for inclusion in Full Council pack by Thursday 10th October

Horley Business Seminar.

Tony reported that this had been cancelled as only two replies had been received. At this stage, we did not know the reasons for this very poor response. It was agreed that we should try to re-engage with Horley businesses. However, Tony will, after discussing it with Alan, raise it at the next Town Management Group. If the latter are happy, Tony will draft a letter to go out to invitees asking why they didn't respond and whether they would still be interested in attending. Depending on the responses, and assuming that a seminar was felt to be of value, it was agreed that another attempt would be made to re-schedule it. February 2014 would be a good month.

Gatwick Diamond Membership

Richard mentioned that, at the last F&GP meeting, Roy had questioned whether it was worthwhile for HTC to continue to pay for membership, given that R&BBC was also a member. Richard noted that Simon Bland, representing R&BBC, probably attended one meeting in three. One possibility was for either David or Tony to attend as "double hatted" councillors, as they would be able to represent both R&BBC and HTC. Richard could still attend if neither David nor Tony was available. Richard

observed that the reason for our membership was to find out what was happening business wise in the Gatwick Diamond area, and especially how developments (such as the possibility of a 2nd Gatwick runway) might affect Horley businesses. It had also been noted that Jeremy Taylor could add value given that he had undertaken to present at Horley events, such as the Business Seminar and debates on the 2nd Gatwick runway. Tony also mentioned that we needed an understanding of how decisions by the Coast to Capital Local Enterprise partnership were likely to affect Horley, such as the suggestion that the partnership's funding might attract 36% of R&BBC's new homes bonus. It was agreed that the Group would not make any recommendation for the time being, but that the matter would be discussed with Mike George, as Chairman of Planning.

Strategy for Horley's Green Spaces

David observed that the strategy needs to take into account the fact that there are things which HTC members and volunteers could and should do now, providing money was available. For example, he thought that some sites in Horley would be suitable for sowing poppy seeds in 2014, in commemoration of the WW1 anniversary. David suggested that we looked at Redhill's Trimtrail; something similar would be good for Horley in view of the obesity problem we have in some areas of the town. Tony said that, while it was right for R&BBC to lead the Riverside Green Chain initiative, it was very important for HTC to be involved as partners in the design and implementation of the Green Chain. David and Richard had a number of issues with the specification. Tony suggested that the design might allow for plots to be leased out to mobile caterers when events were held. Roy wondered what type of budget would be involved. There is a fair degree of urgency now, especially in the case of the NE section of the Chain, which needs to be ready very soon. Richard agreed to re-draft the strategy paper with separate sections for R&BBC and HTC. It was agreed that Peter Border should be invited to talk to S&FP group initially, and afterwards to full council; Tony will contact Peter Boarder, as he needs to speak to him in any case about the next regeneration forum meeting.

Any Other Business

James suggested that we should circulate dates of and agendas for HTC's full council meetings to Horley County and Borough councillors, inviting them to attend.

Next Meetings

15 November (booked for meeting room in HTC offices) and 6 December