

# HORLEY TOWN COUNCIL

## Minutes of an Ordinary Meeting of Horley Town Council held at The Albert Rooms, Albert Road, Horley on Tuesday 1 March 2022 at 7.30 pm.

<b>Present</b>	<b>Cllrs</b>	Hannah Avery	Mike George	Simon Marshall
		Jante Baird	Jerry Hudson	Wayne Philips
		James Baker	Adrian Kitajewski	David Powell*
		Jordan Beech	Helen Kitajewski	Martin Saunders
		Giorgio Buttironi	Robert Marr*	Rob Spencer
		Andy Dye *	Samantha Marshall	Fiona Stimpson *
			(Chairman)	

### \* Absent

<b>In Attendance</b>	J Walsh (Town Clerk)
	J Morgan (Responsible Financial Officer (RFO))

### C 5324                    **Apologies and Reasons for Absence**

**RESOLVED: that the apologies of Cllrs Dye, Marr, Powell and Stimpson be accepted.**

### **Disposable Pecuniary Interests and Non-Pecuniary Interests**

#### C 5325

Cllrs George and Samantha Marshall declared a non-pecuniary interest in item C 5326 due to membership of the Horley Local History Society.

#### C 5326                    **Public Forum**

Several members of the Horley Local History Society attended the Public Forum regarding their grant application for £250 towards the cost of the purchase and installation of a commemorate plaque in memory of Ada Coates, telegraphist during the Boer War. One member of the society explained the background to the application and said that the commemorative plaque would be placed on the wall of 'Very Bettie' which is on the corner of Yattendon Road. Ada received the first telegraph in Britain announcing the relief of Mafeking in the Boer war. An example of the kind of plaque was shown to Full Council; he said that the society had permission to site the plaque on the building and it would be green as this was more in keeping with the heritage of the Town and was preferred by the RBBC Conservation Officer. He also outlined some future ideas for informing people of what the Town used to be like in earlier times.

Members were supportive of the application and noted that there was nothing in planning policy to stop the plan; that the Horley Local History Society has the landowners' permission; that local history is important; that brown or green colouring was more in keeping with the heritage of the Town; and that it would help people identify and recognise locations on the heritage walk.

The Chairman thanked the speakers for their comments. Standing Orders were suspended so that the matter could be considered at that part of the meeting. Members were unanimous in support of the application.

C 5326) **RESOLVED: that a grant of £250 be awarded to the Horley Local History Society towards the purchase and installation of a commemorative plaque to Ada Coates, Telegraphist in the Boer War.**

C 5327 **Ordinary Meeting of the Council, 14 December 2021**

**RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 14 December 2021, including all confidential items, be approved.**

C 5328 **Full Council Updates**

**C 5298 Insurance Claim – Damage to Gate Pillar at Horley Recreation Ground**

The Town Clerk reported that the insurance claim settlement sum had been received and the Council's insurers were in the process of seeking to recover the excess amount. The work to redesign of the entrance to the Horley Recreation Ground was due to begin on 7 March 2022 and it was expected to take 2 weeks to complete with minimum disruption. The Horley Bowls Club and the Café operators were being kept fully informed.

**C 5298 Community Infrastructure Levy (CIL) – Residents' Survey on Horley Projects**

It was noted that the Town Plan Delivery Group would be considering the results of the Resident's Survey alongside other competing priorities at their next meeting to be held on 22 March 2022 and an update would be presented to Full Council thereafter.

**C 5312 Proposed Traffic Calming Measures – Wheatfield Way, Langshott**

The Town Clerk advised that work was progressing with the project to install four Vehicle Activated Signs along Wheatfield Way as recommended by the SCC Road Safety Manager.

The Town Clerk added that all other actions from the previous meeting had been carried out.

**RESOLVED: noted.**

**Committee Reports**

C 5329 **Leisure & Amenities Committee held on 30 November 2021**

**RESOLVED: that the minutes of the Leisure and Amenities Committee Meeting held on 30 November 2021, be approved.**

C 5330 **Planning & Development Committee held on 16 November 2021, 7 December 2021, and 11 January 2022**

**RESOLVED: that the minutes of the Planning & Development Committee held on 16 November 2021, 7 December 2021, and 11 January 2022 be approved.**

**C 5331**

**Chairman's Report**

The Chairman's Report had previously been circulated. She added that she had recently attended a meeting of the Royal British Legion and the minutes had been shared with Members for information.

**RESOLVED: noted.**

**Borough County Councillor and Other Related Updates**

**C 5332**

**SCC/RBBC/HTC Joint Council Meeting 25 February 2022**

The Town Clerk advised that she had attended the last meeting along with SCC Cllrs Andy Lynch and Jordan Beech, RBBC Cllr Biggs and HTC Cllrs Samantha Marshall and Mike George. She gave a summary of the topics discussed which included:

- Highways Matters;
- The work of the Horley Pavement Audit Group (HPAC);
- Horley Town Centre refurbishment projects, including the Public Realm and Subway public consultation;
- Ongoing Town Centre regeneration proposals and reinvestment plans through 'thinkingplace' consultancy
- Arrangements to mark The Queen's Platinum Jubilee; and
- Tree Planting initiatives

The notes of the SCC/RBBC/HTC Joint Council Meeting are appended to the signed copy of these minutes. The next meeting would take place on 22 April 2022.

**RESOLVED: noted.**

**C 5333**

**HTC/RBBC Liaison Meeting**

The Town Clerk explained that the next Liaison Meeting had been rescheduled for 31 March 2022 and would take place remotely. Agenda items from HTC would include progress on Environment Matters between both Council tiers together with the proposed Horley Commercial Hub proposal. Members raised concerns about the lack of communication from RBBC regarding the closure of both Barnfield Care Home and the Kings Road Car Park and asked for an additional agenda item on improved communication links by the Borough Council to be added which was duly noted.

**RESOLVED: noted.**

**Any other updates**

**C 5334**

The Town Clerk summarised the latest information on COVID-19 measures which had been previously circulated, with a reminder for everyone to remain vigilant and take personal responsibility for adopting safe behaviours to avoid transmission. The advice was still to stay at home if infected and to maintain cleansing, ventilation, and mask wearing to protect more vulnerable groups. Such advisory information would form part of the Council's updated Risk Assessment.

**RESOLVED: noted.**

**C 5335**                    **HTC Banking Arrangements**

The RFO informed Members that new charges for running the bank accounts and for paying into the bank account had been introduced and these included increased charges for electronic banking. A review of alternative banks suggested that all such financial institutions were introducing similar charges and banks with more favourable charging structures were not currently open to new business. It was agreed that the Council's current banking arrangements would be kept under review to seek best value and customers would be encouraged to pay by BACS if possible as this was the most cost-effective way to manage receipts.

**RESOLVED: noted**

**C 5336**                    **Internal Control Review 2021/22**

After carefully considering the recommendations made by the Finance & General Purposes Committee, the Council's Internal Control Review 2021/22, was approved.

**RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk be approved and renamed as Internal Control Policy 2021/22, be approved (available to view [here](#))**

**C 5337**                    **Risk Assessment and Management Paper 2021/22**

After carefully considering the recommendations made by the Finance & General Purposes Committee, the Council's Risk Assessment and Management Paper 2021/22, was approved.

**RESOLVED: that the Risk Assessment and Management paper be approved (available to view [here](#))**

**C 5338**                    **Local Government Elections, 5 May 2022**

Members were reminded that the Borough Elections were due to take place on Thursday 5 May 2022. The guidelines and restrictions on decision making and publicity during the pre-election period would be in force from 28 March until the election date. Essentially, during this time, councils should 'not publish any material which, in whole or in part, appears to be designed to affect public support for a political party'. The Edmonds Hall would be in use as a designated Polling Station.

**RESOLVED: noted.**

**C 5339**                    **Annual Town Meeting**

The Town Clerk summarised the arrangements for the Council's annual Town Meeting, to be held on Friday, 29 April 2022, with refreshments available from 6.30 pm. She said that the Surrey Police & Crime Commissioner would be Guest Speaker and the Community Foundation of Surrey CEO (or a representative) had been approached to provide a general update at the meeting along with a report on the Horley Edmonds Fund. Additionally, the Smiths Charity and St Bart's Church had also been invited to attend. The preparation of the Council's Annual Report was progressing well and a note of thanks was extended to the Committee Chairmen for their input. The artwork for the report publication would be done

**C 5339)** in house this year as a worthwhile cost saving. It was hoped that all Town Councillors would be present at the meeting and the agenda would be circulated once finalised.

**RESOLVED: noted.**

**C 5340** **Horley Edmonds Fund – administered by the Community Foundation for Surrey (CFS)**

The Town Clerk informed Members that she had contacted the CFS Grants Officer to enquire if there were any Horley applications to be considered in the current round. There were reportedly no applications sent to donors for this period due to the generous donation from Surrey County Council towards the 'Winter Poverty Fund' for which there was no fixed deadline. It still, however, remained important for HTC to be kept informed about this funding being apportioned to Horley organisations that were helping people out of financial poverty, especially in the aftermath of the Covid-19 pandemic and this was noted by the Grants Team. In the meantime, the Council would promote the Horley Edmonds Fund on their website, newsletter and other social media platforms to encourage more applications or expressions of interest to be made.

**RESOLVED: noted.**

**C 5341** **Horley Town Council Grants Scheme**

**Grant Application from St Bartholomew's Church**

Members considered an application from St Bart's Church for funding towards the maintenance of the New Churchyard. They noted that the Town Council had regularly made an annual contribution towards the maintenance of the New Churchyard in view of the Old Churchyard having closed in recent years and its maintenance transferred to Reigate & Banstead Borough Council. (A copy of the Presentation made by St Bart's Church is appended.) Quarterly meetings of the Church Committee were continuing and attended by Cllr George and the Town Clerk in order to be kept informed of how any ongoing funding would be spent.

Following deliberations, Cllr Simon Marshall proposed and Cllr Helen Kitajewski seconded that a total sum of £6,750 (including inflationary increase) be awarded which had been set aside in the HTC 2022/23 budget figures for the Churchyard Maintenance Grant and this was supported unanimously by all Members present. (A note of thanks for the grant was subsequently received from the Church.)

**RESOLVED: that a grant of £6,750 be awarded to St Bartholomew's Church towards the maintenance of the New Churchyard for the Financial Year 2022/23.**

**C 5342** **Meetings 2022/23**

Members considered the proposed amendments to Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2022/23. Following deliberations, it was agreed that the recommendations put forward would be brought to the Annual Council on 10 May 2022, for final approval and implementation.

**RESOLVED: noted.**

**C 5343 Proposed Meetings Calendar for 2022/23**

Members considered the proposed cycle of meetings for 2022/23, noting the proposal to reduce the number of meetings of the Finance and Leisure Committees from six to four. However, meetings of the Planning Committee would remain unchanged (twelve in total) to meet consultation deadlines and Full Council would remain at six meetings. The Town Clerk added that these changes would still ensure that all statutory business together with compliance and regulatory matters were covered to meet set timescales.

Some Members gave a preference to remove all meetings in the month of August in the new calendar to allow for the summer recess and this was noted. The revised Meetings Calendar would be considered for approval at the Annual Meeting on 10 May 2022.

**RESOLVED: noted.**

**C 5344 RESOLVED: that the recommendation to cancel the Finance Meeting scheduled on 29 March 2022 due to there being insufficient business to transact, be approved.**

**C 5345 Bespoke Training Event (Local Government) for HTC**

The Town Clerk reminded Members and Officers of the bespoke training event from Surrey ALC would be held at the Council Offices on Tuesday, 5 April 2022, from 7pm and it would be delivered by their associate training provider, Mulberry & Co. The programme had intended to cover the key areas of Governance and Finance Matters and it was hoped the session would be well received by the attendees as well as being interactive.

**RESOLVED: noted.**

**C 5346 Environment Matters**

The HTC Environment Working Group provided an update on recent meetings and progress made to date. They advised that tree planting was ongoing and it was hoped that tree whips donated from the SCC Treescapes Fund would be planted at Tanyard Meadows with help from volunteers, including after care. There was also reportedly more interest from Gatwick Greenspace Partnership on community tree planting should future opportunities arise and dialogue had already begun with Raven Housing about potential planting on their land at Court Lodge.

Additionally, the proposed Horley Commercial Hub had progressed with the RBBC Property Team and the setting up of a CIC was being considered to ascertain how its rules might impact the lease agreement. The next meeting was due to be held on 25 March 2022.

**RESOLVED noted.**

C 5347

**Letters Received**

<b>From</b>	<b>Subject</b>	<b>Date</b>	<b>Action</b>
SmartGuard Security Ltd	Annual Cost Increases, effective 1 April 2022.	1.3.22	Members updated and noted.
Britaniacrest Recycling Ltd	Annual Cost Increases, effective 1 April 2022.	5.3.22	Members updated and noted.
SCC – Local Area Coordinator for Horley West and Horley Central	Public Engagement by SCC on recruitment drive for new post, at Horley Baptist Church, 4 March 2022.	5.3.22	Noted – Cllr George attending event.
Gatwick Airport Community Trust (GACT)	GACT Grant Applications Deadline: 31 March 2022.	6.3.22	Noted.

**Items for Future Consideration**

C 5347

**Boundary Commission for England (BCE) Parliamentary Boundary Review Consultation 2023 (Stage 2) – Closing date 4 April 2022**

**RESOLVED:** it be noted that the approved response from Horley Town Council to Stage 1 of the Parliamentary Boundary Review Consultation 2023 had already been submitted to the BCE but further consideration may be given to Stage 2 if appropriate.

**RESOLVED: noted.**

C 5348

**Diary Dates**

**Town Mayor Fundraiser:** Curry Evening at The Jai Ho Restaurant, Balcombe Road (in aid of The Greyhound Trust), 7 March 2022.

**Horley Town Management Group (HTMG Meeting):** 8 March 2022, 6.00 pm, HTC Offices (Edmonds Hall).

**Full Planning Meeting:** 8 March 2022, 7.30 pm, HTC Offices (Edmonds Hall).

**Virtual HTC/RBBC Liaison Meeting;** 31 March 2022, 6pm

**RESOLVED: noted.**

C 5349

**Press Release**

No matters were raised.

**RESOLVED: noted.**

**Meeting closed at 9:04 pm. Date of next meeting - 10 May 2022 (Annual Meeting)**