

HORLEY TOWN COUNCIL
Planning & Development Committee

Minutes of a Meeting of the above-named Committee held at the
Town Council Offices, Albert Road, Horley on 31 May 2016, at 7.30 pm

Present

Cllrs Richard Olliver (Chairman)
Surrinder Banwait
Richard Biggs
Kevin Etheridge
Mike George
Jerry Hudson
David Jackson
Linda Mabbett
Fiona Stimpson

In Attendance

Alan Jones (Town Clerk)
Joan Walsh (Planning & Projects Officer)

P 5309 Election of Committee Chairman (Cllr George in the Chair)

Cllr Stimpson proposed and Cllr Biggs seconded that Cllr Olliver be nominated as Committee Chairman. There were no further nominations for the post.

RESOLVED: that Cllr Olliver be elected Chairman of the Planning & Development Committee for the Municipal Year 2016/2017.

P 5310 Appointment of Committee Vice-Chairman

Cllr Jackson proposed and Cllr George seconded that Cllr Biggs be nominated as Committee Vice-Chairman. There were no further nominations for the post.

RESOLVED: that Cllr Biggs be elected Vice-Chairman of the Planning & Development Committee for the Municipal Year 2016/2017.

P 5311 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs James Baker and Simon Marshall be accepted for reasons as specified in the Attendance Register.

P 5312 Declarations of Interest and Dispensations

RESOLVED: that the Declarations of Interest and requests for Dispensations for Disclosable Pecuniary Interests, as appended to these minutes, be noted.

P 5313 Public Forum

There were no members of the public present during the Public Forum.

RESOLVED: noted.

**P 5314 Approval of Minutes
Planning & Development Committee – 26 April 2016**

The minutes of the above meeting of the Planning & Development Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

RESOLVED: noted.

**Matters Arising
Planning & Development Committee – 26 April 2016**

P 5315 Outstanding Road Maintenance in Horley

It was noted that a progress report on the Project Horizon programme would be given at the SCC Local Committee meeting to be held on 6 June, at the Albert Rooms. It was hoped that at the same time, more information would become available on outstanding or incomplete road repairs in Horley, previously reported by the Town Council, and a further update on this would be made at the next committee meeting.

RESOLVED: that a further update on Project Horizon and outstanding road maintenance in Horley be given at the next committee meeting.

P 5316 RBBC Withdrawal of Weekly Planning Lists

Cllr Jackson told members that the new procedures implemented by RBBC for searching and viewing planning applications online since the removal of their Weekly Planning List, was part of an initial trial period for 3-4 months. Any problems or concerns encountered during this time, could be reported back to the borough but examples of such applications would be required.

The Clerk advised that the new HTC Planning List of Horley applications now in operation since the discontinuance of RBBC Weekly List, had received positive feedback. The new version was effectively one growing list throughout the cycle before meetings, and was regularly distributed with the latest information available. The Town Council's comments on each application would continue to be logged on the Borough website, where possible, and these could also be viewed on the HTC website in the form of a consolidated document during the relevant period.

(The latest HTC Planning Comments are available to view [here](#):)

RESOLVED: noted.

P 5317 Appointments to Sub-Committees and Outside Bodies

RESOLVED: that the appointments to the Sub-Committees and Outside Bodies be approved (details of which will be appended to the minutes of the Full Council Meeting to be held on 28 June 2016).

P 5318 Outside Bodies and Sub-Committees

Gatwick Diamond Business (GDB) – Members’ Meetings

It was noted that a HTC representative to attend at GDB Members’ Meetings, had yet to appointed.

RESOLVED: noted.

P 5319 Horley Town Management Group (HTMG)

It was reported that since the last meeting, HTMG representatives had been liaising with the RBBC Regeneration Manager on much needed improvements to revitalise the town centre with Section 106 funding. Members commented that better signage was of equal importance in this regard. The next meeting of the group would be held on 21 June 2016.

RESOLVED: noted.

P 5320 Deferred Planning Applications

No matters were deferred.

RESOLVED: noted.

P 5321 Determined Planning Applications

Members reviewed the list of Planning Applications determined for the period 20 April to 27 May 2016.

RESOLVED: noted.

P 5322 Planning Applications received from Reigate & Banstead Borough Council for the period 20 April to 27 May 2016.

RESOLVED: that the Town Council’s comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be noted.

Planning Appeals

P 5323 Planning Appeals Received

The list of Planning Appeals received by Reigate & Banstead Borough Council was reviewed.

RESOLVED: noted.

P 5324 Planning Appeals Determined

The list of Planning Appeals determined was reviewed.

RESOLVED: noted.

Ongoing Planning Matters

P 5325 RBBC Consultation: Reigate & Banstead Retail Needs Assessment – Draft Final Report (Closing Date: 8 June 2016)

The Clerk reported receipt of the next phase of the RBBC Study on **Reigate & Banstead Retail Needs Assessment – Draft Final Report**, which invited views on the findings and recommendations in respect of quantitative/qualitative needs; plus comments on competing centres, development proposals and relevant local retail spending patterns.

Members felt that the report should be widely distributed and include the Horley Town Management Group as they had worked on a strategy to improve footfall in Horley and increase retail sales, as reflected in their *Vision Statement*. Cllr Olliver agreed to prepare a response from the Town Council, to this effect, for ratification at the next committee meeting.

RESOLVED: that the Town's Councils response to the above RBBC Consultation on Reigate & Banstead Retail Needs Assessment – Draft Final Report, be ratified at the next meeting of this committee.

P 5326 Adoption of the Reigate & Banstead Developer Contributions Supplementary Planning Document SPD

The Clerk reported that the above Reigate & Banstead Developer Contributions Supplementary Planning Document SPD was formally adopted at a meeting of the Council's Executive, on 21 April 2016.

(Reigate & Banstead Developer Contributions Supplementary Planning Document SPD available to view [here](#))

RESOLVED: noted.

P 5327 Draft West Sussex Joint Minerals Local Plan – Consultation Update and Exhibition (Closing Date: 17 June 2016)

The Clerk reported receipt of notification for the Town Council to comment on the above Joint Minerals Local Plan consultation. It was noted that as the contents were not relevant to Horley, a formal response would not be required on this occasion, and West Sussex County Council would be informed accordingly.

RESOLVED: noted.

P 5328 North East Sector

There was no update.

RESOLVED: noted.

P 5329 North West Sector

There was no update.

RESOLVED: noted.

P 5330 Town Centre Regeneration

There was no update.

RESOLVED: noted.

Railway Matters

P 5331 There was no update.

RESOLVED: noted.

Highways Matters

P 5332 SCC Highways

RESOLVED: that receipt be noted of the latest SCC Highways Bulletin (already circulated to members).

Airport Matters

P 5333 Recent Airport Communications

From	Subject	Received	Action
GATCOM	HoC Transport Select Committee: "Government to set clear timetable for airport expansion"	4.5.16	Noted.
GATCOM	Gatwick Route 4 Departure SID (26 LAM departure SID)	26.5.16	Noted – Update received from Cllr George
GATCOM	Gatwick Airport: <i>Decade of Change Report published</i>	26.5.16	Noted.
GATCOM	Arrivals Review: <i>Publication of GAL's Final Action Plan</i>	31.5.16	Noted.

GATCOM	CAA Consultation: <i>Guidance for providing assistance to people with hidden disabilities (Closing Date: 15 July 2016)</i>	29.5.16	Noted.
GATCOM	Weekly Newsletters & Updates	Various	Noted.

RESOLVED: noted.

P 5334 Surrey Fire and Rescue Service Consultation: Public Safety Plan (Closing Date: 7 June 2016)

Cllr Biggs updated members on a recent public meeting he attended with Cllr George on the Surrey Fire and Rescue Authority's draft Public Safety Plan 2016-2025, and summarised the key objectives contained in the proposals, as follows:

- To work more closely with other Fire and Rescue Services, and in partnership with Police and Ambulance Services.
- To anticipate population changes across Surrey to identify and target residents and businesses most at risk.
- To collaborate with other emergency services in responding to an increasing demand for services to improve community safety, and add public value.
- To review mobilising arrangements with other Fire and Rescue Services, (Police and Ambulance) in response to incidents.
- To review training requirements.
- To examine communities to better meet community needs.
- To explore all options to maximise income and avoid, reduce or recover costs to enable investment in workforce, facilities and community.
- To review the Surrey Response Standard.
- To review call handling and responding to automatic fire alarms.

It was agreed that Cllr Biggs would respond to the Survey Monkey questionnaire on behalf of the Town Council, for ratification at the next Committee meeting.

RESOLVED: that the Town's Council responses to the Surrey Fire and Rescue Authority's draft Public Safety Plan 2016-2025, be ratified at the next meeting of this Committee.

P 5335 Proposed Horley Business Park

There was no update.

RESOLVED: noted.

P 5336 Letters & Other Communications Received

From	Subject	Received	Action
National Association of Local Councils (NALC)	Bulletin on National Developments and Meetings	29.4.16	
Ross & Son	Copy letter to RBBC: Complaint on Quarterly Parking Season Tickets	5.5.16	Noted – Cllr George contacted RBBC Parking Enforcement on parking charges for season ticket holders (Available to view here)
Surrey Mirror	Press Article: 'Horley Library set to move ...'	19.5.16	Noted.
Resident	Balcombe Road Zebra Crossing Request	Various	Noted – passed to Surrey County Council representative.
RBBC	Press Release: 'Food Waste Recycling ...'	25.5.16	Noted.

RESOLVED: noted.

P 5337 Diary Dates

Horley Carnival 2016
18 June 2016 (Funfair: 17, 18 & 19 June)

SCC Local Committee Meeting
6 June 2016, Albert Rooms, 2.00 pm

RESOLVED: noted.

P 5338 Urgent Business

Planning & Development Committee Training

As part of the ongoing training for members, a series of these would be arranged by the Clerk, as follows:

Pre-Meeting Briefings:

- Air Quality Update by RBBC Environmental Officer
- Community Infrastructure Levy (CIL) Updates by RBBC Senior Policy Development Officer

External Training and Site Visits:

- Gatwick Airport Tour

RESOLVED: noted.

P 5339 Press Release

RESOLVED: that comments on Planning Applications be released to the press and placed on the Town Council website.

Meeting closed at 9:20 pm.

Date of next meeting: 21 June 2016