

# HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at  
The Albert Rooms, Albert Road, Horley on Tuesday 2 November 2021 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

### In Attendance

Cllr Mike George (Remote)  
J Walsh (Town Clerk)  
J Morgan (Responsible Financial Officer (RFO))

### C 5272 Apologies and Reasons for Absence

**RESOLVED:** *that the apologies of Cllrs Baker, Philips, Powell, Saunders, and Spencer be accepted.*

### C 5273 Ordinary Meeting of the Council, 7 September 2021

**RESOLVED:** *that the minutes of the Ordinary Meeting of the Council held on 7 September 2021, including all confidential items, be approved.*

### C 5274 Full Council Updates

#### C 5246 SCC/RBBC Solar Together Community Scheme – Proposed installation of Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Hall

Following the Extraordinary Meeting held on 24 August 2021, Members were told that more information for a possible solar solution at the Town Council offices and community hall had since been received. A detailed site survey had been completed by the 'Solar Together Scheme' surveyor and an overall evaluation, quotation and estimated energy savings for the complete package which included battery storage, bird protection and installation costs had been provided. Members were reminded that the solar project was registered on the SCC 'Your Fund' Community Projects Fund but required more support. It was agreed that the Finance Committee would consider the matter further at its upcoming meeting, along with other quotations received and make recommendations for Full Council to consider at its next meeting on 14 December 2021.

**RESOLVED:** *noted.*

### C 5275 C 5252 Horley RBL Remembrance Parade 2021

The Town Clerk said that arrangements to support the commemorative events in Horley were in hand along with an order of wooden crosses (to be placed on the war graves) and poppy wreaths. The Town Council would assist the Horley RBL branch in

**C 5275)** printing the Order of Service; its parks contractor was involved in the preparations and set up for the services; and its grounds maintenance team had completed the planting in the Memorial Gardens to ensure it looked its best. The Horley Association of Traders (HATs) would be providing a PA system.  
(The **RBL Remembrance Programme 2021** was available to view on the [HTC website](#)).

**RESOLVED: noted.**

**C 5276** **Committee Reports**

**RESOLVED: that the following reports be received:**

- i) Approved Minutes of the Planning & Development Committee held on 17 August 2021 and 21 September 2021.**
- ii) Unapproved Minutes of the Finance & General Purposes Committee held 28 September 2021**
- iii) Unapproved Minutes of the Leisure & Amenities Committee held 5 October 2021**

**C 5277** **Chairman's Report**

The Chairman gave a verbal summary of recent civic and other events that she or her representative had attended (*full Report appended to these minutes*).

**RESOLVED: noted.**

**C 5278** **Joint Meeting between County, Borough & Town Councillors on 29 October 2021**

Members were updated on the meeting, held virtually and attended by SCC Cllr Andy Lynch, SCC/HTC Cllr Jordan Beech, HTC Chairman, Cllr Samantha Marshall and HTC Cllr, Mike George along with the Town Clerk. RBBC Cllr Richard Biggs joined the meeting later.

The Town Clerk advised that amongst the topics discussed were latest highways matters, feedback on suggestions made through the HTC Resident Survey on CIL projects, tree planting opportunities through the Surrey Treescapes Fund; and an update on the RBBC bid made through the Government's Levelling-Up Fund. The next meeting would be held on 16 December 2021.

(*The notes of the October meeting are appended to these minutes*).

**RESOLVED: noted.**

**C 5279** **HTC/RBBC Liaison Meeting held virtually on 12 October 2021**

Members received an update on the meeting which included discussions on the following topics.

- Gatwick Northern Runway, on which it was agreed that a coordinated response would be actioned.
- Environmental Projects led by RBBC and HTC.
- HTC/RBBC Double Taxation Agreement, on which it was noted that useful information had been provided by HTC and the way forward was now being considered by RBBC; and the
- Horley Car Boot Sale, where it was agreed that any further updates would be communicated in a timely fashion to HTC.

- C 5279)
- Cllr George expressed concern regarding a potential housing development in Mole Valley for approximately 500 houses and its impact on Horley.
  - There had been a further leak of effluent from the sewage plant into West Vale, as this was a breach of their licence and this had been reported to the Environment Agency. This leak would discharge into the River Mole.

It was acknowledged by both RBBC and HTC that these meetings were very valuable and led to very effective collaboratively working. The next meeting would take place in March 2022.

*(The minutes of the October meeting have been circulated to members.)*

**RESOLVED: noted.**

C 5280                      **Residents' Forum Meeting**

It was reported that the next meeting of the [Horley Residents' Forum](#) would be held at the Albert Rooms on Tuesday, 23 November, starting at 7.00 pm. There would be an option to join the meeting remotely and residents could put forward topics for discussion or any questions in advance. The Council Chairman would preside over the meeting and the panel would comprise SCC Cllr Jordan Beech and RBBC Cllr Richard Biggs. Items for the Agenda were agreed amongst Members to include briefings on the Gatwick Northern Runway Project and DCO consultation and environmental projects led by the HTC Environment Group.

**RESOLVED: that the Agenda and associated arrangements for the Horley Residents' Forum to be held on 23 November 2021, be approved.**

C 5281                      **Annual Audit for the Year Ended 31 March 2021**

**RESOLVED that:**

- i) to note that the audit has been completed, is unqualified and that there are no Issues Arising requiring action by this Council.**
- ii) the Final External Auditor Report and Certificate for 2020/2021 be received.**

C 5282                      **HTC Bank Account**

The RFO explained that following staff and Member changes, the Bank Mandate for the HSBC accounts required updating. Agreement was reached on the list of signatories to be included on the mandate.

**RESOLVED that:**

- i) The following Councillors and Officers would be approved as signatories for the Bank Mandate, Cllrs J. Baird, H. Kitajewski and Simon Marshall, the Town Clerk and the RFO.**
- ii) Until the Council cancels this mandate, the Bank is authorised to act on any instructions provided that they have been given by those persons named in the Specimen Signatures section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows – any two listed persons together.**
- iii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.**
- iv) That the Clerk of the Council is authorised to supply the Bank, as and when**

*necessary, with lists of all persons who are authorised to give instructions on behalf of the Council, and that the Bank may rely on such lists.*

- C 5282)
- v) *That the Council accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Council.*
  - vi) *That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Clerk to the Council from time to time acting or claiming to act on behalf of the Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.*

C 5283                      **Insurance Claim – Damage to Gate Pillar Horley Recreation Ground**

It was reported that following a recent collision when a Funfair vehicle struck one of the gate pillars by the park entrance, the structure had been damaged beyond repair and it had been necessary to close the car park temporarily in order to make the area safe. The Funfair had made a verbal admission of liability after the incident was reported to HTC. As requested by the insurers, two quotations for repairing the gate pillar were obtained and the cost would be approximately 4k plus VAT.

The Town Clerk said that this was the second occasion on which a gate pillar had been damaged in a relatively short time span. The park entrance was very narrow and increasingly busy since the Café opened. Instead of reinstating the pillar, another option would be to remove both pillars entirely; to redesign the entrance to widen it to allow two-way traffic; to move the pedestrian entrance further towards the Café Pavilion and to replace the entrance gates with a height barrier. The costs could be covered through the Council's CIL Fund and could be identified as a suitable 'Community Safety' project which had been highly rated in the recent Residents Survey carried out by HTC, on how CIL money might be spent.

It was noted that through an insurance claim, the Town Council could seek a settlement in lieu of the cost of repairs rather than reinstate the damaged pillar and take the opportunity to redesign the entrance at the same time. Since the damage was caused by an identified third party, HTC would also expect the insurers to seek to recover all costs involved in this incident from the Third Party, including the policy excess sum.

Members views were sought on the proposals made and they were supportive. They also felt that there might be an opportunity to recycle some of the railings to replace the damaged sections in the Memorial Gardens. Cllr Simon Marshall proposed and Cllr H. Kitajewski seconded that the damaged gate pillar at Horley Recreation Ground not be repaired, instead that that quotes be sought to redesign and widen the entrance and replace the pillars and gates with a height barrier.

**RESOLVED:**

- i) that the damaged gate pillar at Horley Recreation Ground will not be reinstated;*
- ii) that quotes be sought to redesign and widen the entrance, replace the gates with a height barrier and move the pedestrian entrance closer to the Café Pavilion;*
- iii) that HTC seeks an insurance settlement in lieu of the cost of repairs;*
- iv) that CIL money be used for any additional funding needed for the redesign;*
- v) that the displaced railings be recycled for other sections around Memorial Gardens in poor repair, where possible.*

C 5284

### Community Infrastructure Levy (CIL) – Residents’ Survey on Horley Projects

The Town Clerk reported that the CIL Survey, seeking residents’ views on how CIL money might best be used to support local projects in Horley had been carried out during the month of October. The Survey was widely advertised and had good take-up with more than 100 respondents. The Survey results (copy appended) were shared at the meeting. Members felt that there were a lot of good ideas which should be shared with other Council tiers, as appropriate, and followed up by the Town Plan Delivery Group to inform the HTC Town Plan. Cllr Beech said that it was possible to apply to the Surrey Police and Crime Commissioner for a grant for Community Safety and this could be pursued at a later stage.

**RESOLVED:**

- i) **that the results of the HTC CIL Survey, be noted.**
- ii) **that the results of the Survey be used to inform the HTC Town Plan and future projects and the matter be followed up by the Town Plan Delivery Group.**

### Café in the Park, Horley Recreation Ground

C 5285

### Rectification Period Inspection prior to Final Completion

The Town Clerk reported that the *Rectification Period Inspection* would take place at the Café Pavilion on Thursday, 18 November 2021 and Members of the Café Working Group would be in attendance along with the contractors and managing surveyor. Final Completion and sign-off of the project would fall due on 20 November 2021, subject to agreement by all parties.

She updated Members on the latest position with regard to snagging, noting that the loft lights had been installed; the outside tap had been placed; designated parking for Café staff had been marked out; and an extra internal storage solution along with a more stable and secure WiFi hub had been arranged by HTC. The only outstanding issue was drainage of surface water from the car park which had been raised previously and would be addressed again during the final inspection.

There also remained a few extras on the wish list from the Café operators such as an upgrade to the outside paving, more pathways to the Café Pavilion and a CCTV tower (underground cabling in place). These could be given further consideration by the Town Council as separate projects, at a later date.

**RESOLVED: noted.**

C 5286

### ‘Café In The Park’ Project Evaluation

The Council Chairman gave an update regarding the letter which Council had sent to the managing surveyor, seeking more information on extra requirements in the latter stages of the project which led to a substantial overspend. She said that she and Cllr Marr would follow up on the matter and provide a further update at the next Council meeting.

**RESOLVED: noted.**

C 5287

### Community Foundation for Surrey – Horley Edmonds Fund.

Members considered an application for funding from ‘The Field Lane Foundation’, for

**C 5287)** a new SEN teacher to support adults with learning disabilities in residential homes across Surrey. After considering the application, Members raised concerns about the viability of granting financial support for ongoing staffing costs. It was, however, noted that there was a capital funding element included within the proposal. The Town Council would therefore be open to considering a new application from the charity for capital funding to support Horley residents.

**RESOLVED: that the application to the Horley Edmonds Fund by The Field Lane Foundation towards staffing costs be rejected on this occasion, on the grounds that it is not a capital project and there is no evidence of a benefit to Horley residents.**

**C 5288** The Town Clerk updated Members on the latest publication of funding rounds and themes by the Community Foundation for Surrey (previously circulated to all Members) and advised that these would be factored into the cycle of future Full Council meeting dates in order to meet set deadlines.

**RESOLVED: noted.**

**C 5289** **Environment Matters**

Cllr George reported on behalf of the Environment Group that they had been disappointed to learn that the RBBC/SCC Level Up funding bid had been unsuccessful. However, they were continuing to work with RBBC to seek funding for the proposed Horley Commercial Hub.

The response to their Youth Survey had been disappointing, and this continues to be a work in progress.

Cllr Beech applauded the success built up by the HTC Environment Group. He suggested that membership be extended to more Members and to become a formally constituted Sub-Committee of Full Council. The Town Clerk said that all Sub-Committees would be reviewed prior to the Annual Council Meeting and any amendments or additions would be agreed at the meeting. She added that a report from NALC on what local Councils can do to address climate change had recently been circulated to all Members.

**RESOLVED: noted.**

**C 5290** **Christmas Hospitality**

Arrangements for the Christmas Hospitality event were reviewed in the light of rising Coronavirus infection rates locally and the Council's Covid-19 Risk Assessment. It was agreed that, if possible, HTC should move the booking to the hall upstairs in Regent House which was much more spacious and airier. The refreshments would need to be more limited than normal and ideally individually wrapped. A choice of tea, coffee, soft drinks or mulled wine would be offered. Members were thanked for their contributions towards the buffet with a reminder for those who had yet to pay.

**RESOLVED: noted.**

**Letters**

**C 5291** Letters received included notes of thanks from the RBBC Mayor for the Café opening and the Horley in Bloom awards evening; and appeal for help for Afghan refugees; an

appeal for Road Marshalls to assist RBL with Remembrance, and from NALC alerting Council to the "[Consultation on Amendments to the Environmental Permitting \(England and Wales\) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities](#)" being conducted by DEFRA

**RESOLVED: noted.**

**C 5292**

**Diary Dates**

Members were informed of upcoming dates including the Surrey ALC briefing to take place prior to the Finance Meeting on 9 November, the rededication of the Memorial Gardens on Wednesday 10 November, the two Minute Silence in the Precinct on Thursday 11<sup>th</sup> November and the Remembrance Parade on Sunday 14 November.

The Briefing on the RBBC Community Centres Review, had been rearranged for January 2022 and Claire Coutinho MP would be conducting her surgeries remotely for security reasons.

**RESOLVED: noted.**

**C 5293**

**Exclusion of Public and Press**

**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 5294**

**Staffing Matters**

**CONFIDENTIAL**

Members received a report on staffing matters from the Town Clerk.

**RESOLVED: noted.**

**Meeting closed at 8.58 pm. Date of next meeting – 14<sup>th</sup> December 2021**

## List of Mayoral Events 7 Sep to 2 Nov

<b>Date</b>	<b>Event</b>	<b>Location</b>
9/9/2001	Horley Life Change Event	YMCA Young People's Centre
11/9/2021	Official opening of cafe and tennis courts	Horley Recreation Ground
15/9/2021	Surrey Civic Network	Woodhatch Place, Cockshot Hill
26/9/2021	Horley RBL 100th birthday service	War Memorial
30/9/2021	Wykeham House charity tea party	Wykeham House
8/10/2021	Horley In Bloom Awards evening	Edmonds Hall
21/10/2021	Lord-Lieutenant Awards for cadets	Denbies
22/10/2021	Surrey RBL Poppy Appeal Launch	Army Training Centre, Pirbright



## Notes of SCC/RBBC/HTC Joint Council Meeting Held virtually on 29 October 2021, at 3.00 pm

<b>Present:</b>	Cllr Andy Lynch (AL)	SCC
	Cllr Richard Biggs (RB)	RBBC (Part Meeting)
	Cllr Samantha Marshall (SM)	HTC
	Cllr Mike George (MG)	HTC
	Joan Walsh, Town Clerk (JW)	HTC
<b>Not Present:</b>	Cllr Jordan Beech (JB)	SCC

### 1. Updates and actions from the previous SCC/RBBC/HTC Joint Meeting (held on 27 August 2021)

#### Highways Matters

##### Traffic speeding at 'The Acres', Langshott and Wheatfield Way, Horley:

The Reigate & Banstead Local Area Committee lodged the matter for discussion at its meeting on 1 November 2021. MG planned to attend and was advised that he would be entitled to ask a supplementary question if he so wished. The SCC Area Highways Manager would also be present and possibly called upon to answer.

***(Supplementary Note: It was later stated at the R&B Local Area Committee meeting that the budget for the forward programme for the next four years had already been allocated. Meanwhile, JB had been investigating signage options with the SCC Road Safety Manager as another solution. He had received some preliminary costings for four "30" mph roundel speed limit signs. HTC could consider covering the cost through its Community Infrastructure Levy (CIL) Fund, subject to Full Council agreement, and this would be followed up.***

##### Traffic Assessment - Bonehurst Road, Horley:

There was no further update on the full Traffic Survey and Impact Assessment due to be carried out by SCC Highways in the month of September. It was noted at a previous meeting that RBBC should consider withholding their decision on the Aldi planning proposal until these were completed and the outcomes shared. AL agreed to follow up and provide an update at the next meeting. **Action: AL**

### 2. Joint Council Updates:

#### SCC (AL):

- AL said that he had not been present at recent SCC/RBBC Council meetings. He would, however, be in attendance at the Reigate & Banstead Local Area Committee meeting on 1 November 2021.
- The frequent communications of SCC's 'Top Lines Brief' had previously been shared and included the following updates:
  - SCC's Full Council meeting, addressing a range of issues including climate change; transport; adult social care; the latest Ofsted visit; supporting people in need as winter approaches; and promoting the meeting on social media and encouraging residents to take a look – [please like and share...](#)
  - SCC's announcement of the provision of free School Meal Vouchers per eligible child or young person in Surrey, over the October half term.

- A partnership update on continued work to support Afghan nationals who had arrived in the UK.
- Two [Your Fund Surrey](#) projects were awarded funding - £35k to Claygate Recreation Ground Trust and £30k to the 'Weybridge Men's Shed'.

#### **RBBC (RB):**

- The RBBC bid made to the Government's 'Levelling-Up Fund' for the regeneration and infrastructure of Horley Town Centre, had been unsuccessful. Although this was disappointing news, the investment strategy by SCC/RBBC would press ahead with the refurbishment projects already underway through the ['Delivering Change'](#) scheme and funds would be redirected to the town centre through RBBC's Strategic CIL Fund and money secured through the Coast-to-Capital LEP Fund. RB said public realms works on the High Street remained high on the list of priorities; the subway upgrade and redesign was already underway; the new pay-on-exit facility at the Central car park would provide 30-minutes free parking (Victoria Road car park had been withdrawn from the scheme but the same free parking limit would apply ); and the High Street car park redevelopment to provide affordable housing would need to be revisited at a later stage as current design proposals were considered unviable. A programme of public engagement would be launched in due course on proposals to include widening pavements, providing cycle lanes and possible one way entry and exit from the town.
- The RBBC Executive Committee would be considering the draft Horley Business Park Supplementary Planning Document (SPD) on design, construction and sustainability at its meeting on 18 November 2021 and, subject to approval, a public consultation would follow. The Town Park element would remain high on the light of priorities and comprise a playing pitch strategy to ensure adequate sports provision. Appropriate open spaces together with walking and cycling routes would also be given due consideration. A further update would be provided once available.

#### **HTC (MG/JW):**

- HTC had resumed operations since pre-pandemic levels in carrying out its functions and services and meetings were held in-person with a remote attendance option made available to the public.
- Outdoor sports had resumed with more activities on offer at Horley Recreation Ground, including the provision of some free sessions over the half term arranged by RBBC.
- The Edmonds Community Hall was active again with wide-ranging activities and ad hoc bookings on the increase.
- Covid-19 preventative measures had been scaled back in line with current guidance and the successful vaccination programme was well underway but the situation would be closely monitored in line with the Council's Covid Risk Assessment which was kept under regular review.
- Arrangements for the Town Centre Carol Service by the Churches of Horley would be held on Saturday, 11 December, along with HATs Christmas Fair and the Town Centre Hospitality in Regent Hall (from approximately 11.30 am).
- HTC had undertaken a Residents' Survey, seeking ideas for smaller community projects that might potentially be covered through HTC's CIL Fund. The outcomes revealed that community safety and environmental projects were high on the list of suggestions received ([results subsequently announced and available to view here](#)).

### 3. Latest Highways Issues:

**Paving Defects, Victoria Square:** JW advised that HTC had done everything possible to have the damaged paving repaired by the private landowner which had been caused by the underground London Plane tree roots pushing the paving upwards. HTC had previously enquired if the RBBC Legal Team would write to landowner to remind them of their legal obligations arising from a personal injury claim and to ultimately mitigate risk whilst the area remained a trip hazard. RB to follow up with RBBC accordingly.

**Action: RB**

### 4. **SCC Community Projects Fund** ('Your Fund Surrey'):

The latest Horley projects registered on the SCC Commonplace Map were noted. HTC had lodged its new environmental project for the installation of [Solar Panels and Battery Storage at the HTC offices and community hall](#) and publicised it widely through communications and social media platforms for community support. AL said he was supportive of the project which was duly noted. Further updates would be provided at the next meeting.

**Action: JW**

### 5. **SCC Tree Planting Scheme – 'Treescapes Fund'**

It was noted that SCC had been awarded 297k from the Treescapes Fund and had match funded the scheme to facilitate more tree planting county-wide. HTC had already furnished SCC with ideas on tree planting locations in Horley after surveying local residents but many were rejected as considered unsuitable locations. The County Council had since advised that areas deemed not possible for tree planting, might suitably house hedgerows or shrubbery and thereby combat CO2 emissions at the same time. RB said RBBC had shared its community tree planting initiatives and aimed to support some tree planting across the borough through its CIL Local Fund. MG added that the HTC Environment Group had embarked on tree planting opportunities in liaison with local conservation and community groups and hoped to pursue the provision of community orchards at Court Lodge through Raven Housing Trust – he said that the group were working closely with the RBBC Sustainability Officer in this regard. A further update would be provided at the next meeting.

### 6. **Horley Residents Forum – 23 November 2021**

JW confirmed that the next meeting of the [Horley Residents' Forum](#) would be held at the Albert Rooms on Tuesday, 23 November, starting at 7.00 pm. There would be an option to join the meeting remotely and residents could put forward topics for discussion or any questions in advance. Cllr Samantha Marshall (HTC) would preside over the meeting and the panel would comprise SCC Cllr Jordan Beech and RBBC Cllr Richard Biggs. The proceedings would include briefings on the Gatwick Northern Runway Project/DCO consultation and environmental projects led by the HTC Environment Group. [\(Details available to view on the HTC website\)](#)

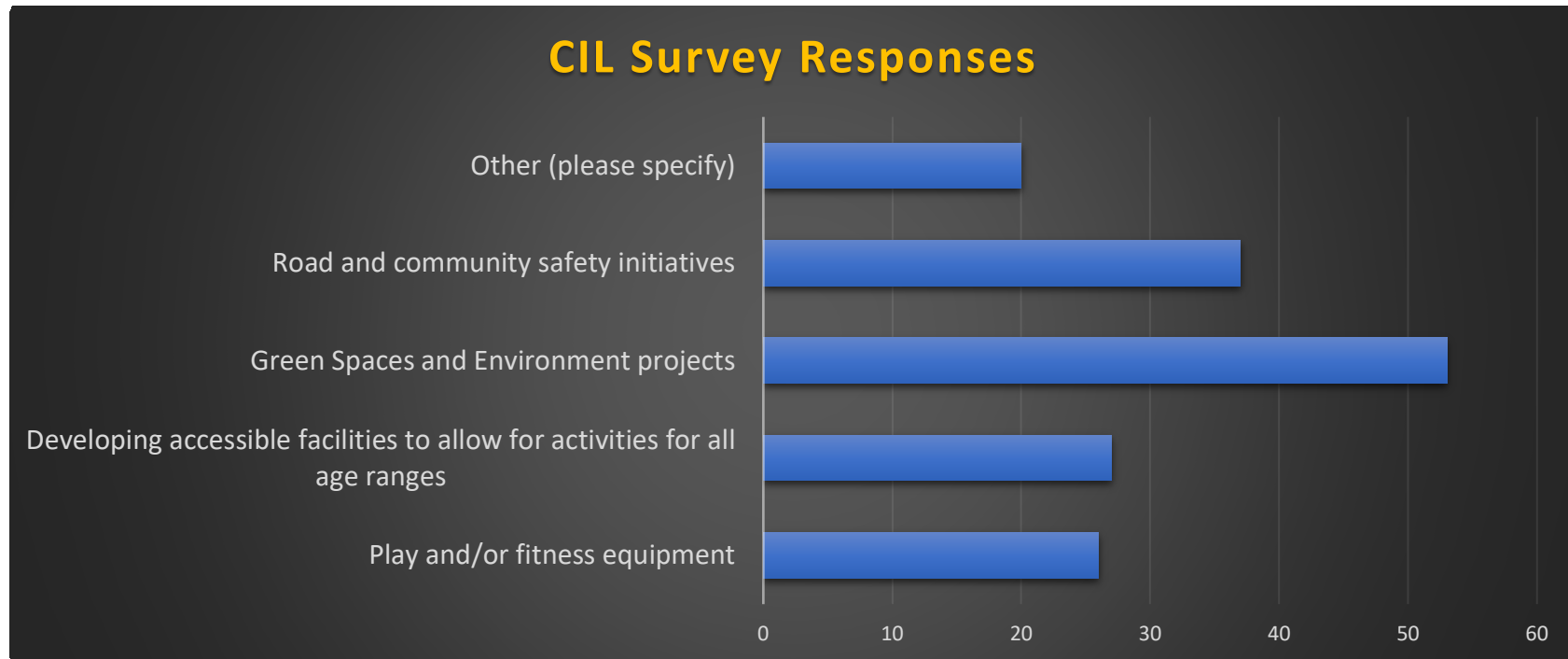
### 7. **Any other business**

It was noted that in memory of Chris Hancock (former Vice-Chairman of the Horley Town Management Group), a minute's silence would take place at the start of the rescheduled meeting of the group to be held on 29 November 2021. The funeral arrangements, announced by his family, were also noted.

### 8. **Date of next meeting: Thursday, 16 December 2021, 4pm - to be held in-person at the HTC offices.**

*RBBC/SCC/HTC Joint Meeting / JW*

# Community Infrastructure Levy Survey



## 'Other' Responses

- Pavement Repairs x3
- CCTV Safety
- Reducing Flooding Issues
- Cutting grass verges
- Community Activities to support older people
- Improvements to existing verges, paths & green spaces
- Improve bridleway & footpath access
- More club activities for 11-18yr olds
- More bins in Station Approach
- Our of hours accessible toilets in The Rec
- Pavement & road resurfacing in Parkhurst Road
- Subway improvements
- Children's play equipment in Meadowcroft Close
- Road water runoff in Hookwood
- Cycle Lanes for school children
- BMX track
- Fenced off dog park
- Not sure that Horley Town Council does