

C 4741) the subject at the Surrey ALC AGM and Conference in October.

RESOLVED: noted.

C 4742 **Surrey ALC Survey – Health & Wellbeing in Local Councils**

Richard Olliver was invited to participate in the survey discussion, in view of his expertise (HTC Standing Order 9). Members considered their responses to the questions posed and also looked at what the Town Council might be able to achieve longer term. In particular, members felt that, subject to the agreement of the Café operator, the Café in the Park could become an ideal Community Hub where vulnerable groups could meet and chat.

Richard Olliver was thanked for his attendance and participation. (the completed survey is appended).

RESOLVED: noted.

C 4743 **Ordinary Meeting of the Council, 2 July 2019**

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

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 2 July 2019, including all confidential items, be approved.

C 4744 **Leisure & Amenities Committee, 16 July 2019**

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

C 4745 **Finance & General Purposes Committee, 6 August 2019**

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

C 4746 **Planning & Development Committee, 25 June 2019**

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

C 4747 Planning & Development Committee, 23 July 2019

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

C 4748 Community Infrastructure Levy (CIL)

The Head of Leisure advised that further CIL funding of £6590.19 had been received from the Borough Council in August, making a total of approximately £22,000 received to date.

RESOLVED: noted.

C 4749 The Clerk advised that the Borough Council's CIL Local Fund Survey was to be launched on 16 September and it was agreed that paper copies of the Survey be made available at the next Residents' Forum Meeting.

RESOLVED: noted.

C 4750 Chairman's Report

The Vice-Chairman advised that the following events had been attended:

Burstow School Fair (attended by Vice-Chairman)

Wykeham House Open Day

Mad Hatter's Tea Party at Seeability, Woodlands

Visit to Loseley House

Churches4Horley meeting about "Trypraying" Event

RESOLVED: noted.

Borough, County Councillor & Other Updates

C 4751 It was noted that the next meeting with Cllrs Hammond and Knight was to take place on 4 October. The Clerk added that members were welcome to raise any issues for discussion at the meeting.

RESOLVED: noted.

C 4752 It was noted that the next meeting of the Residents' Forum was to be held in the Albert Rooms on Wednesday 25 September. (This was subsequently changed to Wednesday 9 October.)

RESOLVED: noted.

C 4753 Police Matters

The Clerk advised that a meeting was to be held with representatives of Surrey Police on 5 September. It was noted that PC Steve Ellis would be attending. Members were asked to raise any issues they would like discussed at the meeting. Cllr Helen Kitajewski raised several matters, which included the increase in drug related problems at Horley Rec and anti-social behaviour being demonstrated by older children in the Horley Rec Playground.

RESOLVED: noted.

Café at Horley Recreation Ground – Appointment of Café Operator

C 4754 RESOLVED: that the following recommendations of the Finance & General Purposes Committee be approved:

- i) that the award of the Café Operator Concession Lease be made to The Farmhouse Kitchen (TFK).**
- ii) that the conditional offer of the Café Operation Concession Lease be subject to a satisfactory credit check being conducted by the Town Council, together with all other statutory compliance.**
- iii) that the Lease Terms stipulate an initial rent-free period for the first six months and a half-rent period for the following six months, with a Break Clause after Year 3.**

C 4755

The Clerk added that a draft lease would be drawn up by Newman's Solicitors. It was also noted that the Cafe Operator would be required to clear litter from the outside seating area, as well as from the immediate surrounds, as well as making the toilets available to all park users during café opening hours.

RESOLVED: noted.

Café at Horley Recreation Ground – Other matters

C 4756 Alan Jones explained to members that no VAT was currently being reclaimed for any of the Café project. He suggested that consideration be given to employing a VAT Specialist to explore the possibility of reclaiming VAT on the footpath and car park works, as well as for part of the toilets build. Alan added that up to £20,000 may be able to be re-claimed. After some discussion the following was resolved:

RESOLVED: that Parkinson Partnership be employed for a fixed fee of £600 plus VAT to offer professional advice on the possible partial VAT Reclaim for some of the construction works.

C 4757 The Clerk advised that the full amount of the PWLB Loan had been drawn down (£473,000), less an admin fee of £165. It was noted that the interest rate of 1.55% was lower than had been anticipated, so the repayments would be lower than the amounts forecast in the Precept requirement.

RESOLVED: noted.

C 4758 Alan Jones advised that all drainage issues regarding the mains waste from the Café had now been resolved. Planning requirements regarding materials to be used for the building had now been resolved following discussion between Cllr Hudson and the RBBC Head of Planning and all the original materials would now be used. The possibility of the whole car park being re-surfaced by an external company was being explored, however this would depend on the costs involved. The next Progress Meeting with Newlyn Contractors Ltd and David Copeland (Surveyor) was due to take place on 12 September.

RESOLVED: noted.

C 4759 **Horley Edmonds Community Fund**

It was noted that further information about the Horley Edmonds Fund was to be placed on the Town Council's website and in the next e Newsletter, inviting local charities and community groups to apply for a small grant from the Fund via the Community Foundation for Surrey (CFS). The Head of Leisure added that the next deadline for CFS funding applications was 18 October, however there may be some applications from the July deadline to consider at the October Full Council meeting.

RESOLVED: noted.

C 4760 **Members' Allowances for the Council Term 2019 – 2023**

The Clerk explained that, following the decision by the Town Council to adopt the Members Allowance Scheme at the Full Council meeting in July, it was a requirement of the Local Authorities (Members' Allowances) (England) Regulations 2003 that any member wishing to opt out of the Scheme inform the Clerk in writing. Those not opting out would need to provide details of bank account, national insurance and other related details, to enable the Allowance of £100 to be paid through the HTC Payroll Account. It was a further requirement that details of the payments and the Payee be made available on the HTC website.

RESOLVED: noted.

C 4761 Statutory Review of Polling Districts and Places – Reigate & Banstead Borough Council

RESOLVED: that the Town Council's response to the RBBC Consultation, following recommendations made by the Finance & General Purposes Committee, be approved. (A copy is appended.)

C 4762 Reigate & Banstead (Draft Priorities & Commitments) 2020-25

Members considered the Town Council's response to the RBBC Consultation, following recommendations made by the Planning Committee at its last meeting. Considerable discussion took place regarding the reference to Sixth Form Provision in Horley in the draft HTC response. Cllr Baird had circulated a paper to members with the view that the two existing Post 16 Colleges within the Borough served the Horley population exceedingly well, also that, should a sixth form be provided at Oakwood School, the same would have to apply to other senior schools across the Borough. There was some discussion amongst members as to whether the current transport available to the colleges was adequate, particularly with regard to journeys to Reigate.

After further discussion it was agreed to amend the HTC response to read: "...ensure that Post 16 Education is relevant and appropriate to meet the requirements of Horley residents ..."

RESOLVED: that the Town Council's response to the Reigate & Banstead 2025 Consultation be approved (A copy is appended.)

C 4763 The Clerk added that RBBC Officers and members would be returning to the Albert Rooms on 6 November to give an update regarding the outcomes from the Consultation, to members from the Town Council as well as those from Salfords & Sidlow Parish Council.

RESOLVED: noted.

C 4764 Draft Horley Town Plan 2020-25

Members reviewed the draft Horley Town Plan, following recommendations made by the Leaders' Group. They agreed that the wording regarding Post 16 Education should reflect that in the HTC response to the RBBC 2025 Consultation, as well as adding: "aim to provide suitable places for all children in education." Members also suggested that the Town Plan should show a stronger commitment regarding Environment and Climate Change matters.

RESOLVED: that suggested changes be incorporated and the Draft Town Plan be further considered at the October Full Council

C 4764) *meeting.*

C 4765 Staffing Matters – Responsible Financial Officer (RFO)

The Clerk advised that the post of Responsible Financial Officer had been advertised internally within HTC and added that interviews would take place the following month.

RESOLVED: noted.

C 4766 Healthy Horley – Invitation to Growing Health in Horley

The Head of Leisure explained that a group of Horley GP Practices called “Healthy Horley” would be holding a Presentation Evening at the Albert Rooms on 23 October, which aimed to bring together people from the local community to explore ideas about “cooking from scratch” and using local produce. The evening would be open to all local Councillors and other local stakeholders.

RESOLVED: noted.

C 4767 Diary Dates

RESOLVED: that future events be noted, in particular the RBBC Planning Training on 16 October and RBBC 2025 Update on 6 November, both here in the Albert Rooms.

C 4768 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 4769 Staffing Matters

CONFIDENTIAL

Grievance Allegations – members were updated on recent correspondence received.

Standing Order no 27 was suspended at 9.30 pm and the meeting closed at 9.37 pm

Date of next meeting: 15 October 2019

Health and Wellbeing Questionnaire

Thank you for taking the time to complete this questionnaire. I should take around 10 minutes to complete. Please note that Health & Wellbeing is abbreviated to H&W throughout the survey.

1. What is the name of your Council?

Horley Town Council

2. Please enter your name and role within the Council here.

Town Clerk

3. Does your Council have the General Power of Competence?

Yes	X
No	

4. The following statements relate to the value of the H&W Project. Please mark how much the Council agrees with these statements.

It is appropriate for local Councils to do more to support the H&W of the community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
X				

It is NOT appropriate for local Councils to support H&W of the community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
				X

The Council would like to do more to support H&W of the community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
X				

Local Councils can play a key role in supporting H&W in their communities.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
X				

If it was easier to set up and run relevant services, the Council would do more to support H&W.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
		X		

5. The Council would consider strongly making provision in future budgets to undertake H&W work

Yes	X
No	

6. Please list here any barriers which the Council considers to prevent or restrict the H&W services it can be involved in or deliver.

- Funding;
- Resources available to manage new undertakings – support from community required; and
- Support from RBBC.

7. Below is a list of H&W services which could be provided by individual local Councils. Feel free to add any ideas of your own as the list is not all encompassing. Tell us what you do now and what you have planned for the future?

	DO NOW	PLANNED
Football Pitches	X	
Recreation Parks	X	
Fitness equipment	X	
Supporting local fitness classes and sports clubs	X	
Involvement in patient participation groups		X
Liaison with local GP Practices and Commissioning Groups	X	
Encouraging or organising local volunteer groups	X	
Use of community halls for clinics	X	
Encouraging improved understanding of Health and Wellbeing issues		X
Arranging new defibrillators	X	
Encourage training in First Aid (including Councillors)	X	
Skateparks	X	

8. Projects focussing on our main areas of interest – Dementia and Loneliness. Tell us what you do now and what you have planned for the future.

	DO NOW	PLANNED
Encouraging members and local residents to become dementia friends		
Facilitate the training of dementia friends	X	
Organising or facilitating Dementia Cafes		X
Giving grants to locally lead projects	X	
Supporting local organisations who cater for the elderly and lonely	X	
Use of community halls for the vulnerable		
Encouraging local organisations to be more friendly and approachable		X
Arranging local volunteers to accompany or buddy lonely people		
Encourage local lonely people to become volunteers (make friends)		X
Computer Club (facilitate IT skills)		
Lunch Clubs		
Film Clubs with refreshments		
Support clubs like U3A	X	
Facilitate local transport – minibuses		
Volunteer driver schemes		
Work with managers of local Sheltered Accommodation schemes to get residents mixing more.		

9. What other ideas does your Council have either currently or in the future for the Health and Wellbeing of your residents and in particular in the Loneliness and Dementia categories.

- Develop park café as community hub;
- Agent for food banks (Methodist church);
- How to identify those who need help (especially loneliness); and
- Factor projects into the revised Horley Town Plan 2020-25.

10. Tell us what would your Council like to do if supporting financial resources could be identified?

- Improve transport facilities for those isolated.

11. What help would you like Surrey ALC to give you in H&W projects?

- Guidelines as to appropriate projects.

HORLEY TOWN COUNCIL

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Town Clerk

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10 September 2019

Dear Sir / Madam

Statutory Review of Polling Districts and Places - Reigate & Banstead Borough Council

Thank you for the opportunity to comment on the above consultation. The matter was considered at our last Full Council meeting, held on 3 September, and it was resolved that the following comments be made.

Our members discussed the location and accessibility of the current locations and, having considered some resident feedback, they raised the following issues:

Horley Central and South

- All three Polling Stations are clustered in the north of the Polling District which seems unbalanced and unfair.
- Having two Polling Stations in Albert Road seems to be confusing.
- If a Polling Station was to be moved, this should be well publicised beforehand.
- The Polling Station at Horley Town Council is considered less accessible than when it was at the Archway Theatre, in particular, for people arriving into the town by bus as it is quite far from the bus station.
- A 'Mobile Polling Station' in the south of the Polling District is thought to be more practical if this could be provided.

Horley East and Salfords

- Seems a reasonable distribution but Tanyard Barn is difficult to find and better street signage to guide voters to the Polling Station should be provided. Adequate parking facilities should also be made available.

Horley West and Sidlow

- Although this looks imbalanced at present, the provision of the community centre at Westvale Park should resolve this issue.

...Continued

General comments

- Any changes made should be well publicised and communicated to voters.
- More directional signage should be placed on streets to guide people to their relevant Polling Stations with ease.

We look forward to hearing the outcomes of the consultation in due course.

Yours faithfully



**Joan Walsh
Town Clerk
Horley Town Council**



Cath Rose
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Sent by Email: rbbc2025@reigate-banstead.gov.uk;
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6 September 2019

Dear Cath

Reigate and Banstead 2020-25: Draft Corporate Plan Response from Horley Town Council

Horley Town Council is grateful for the recent informative presentation on the RBBC Draft Corporate Plan 2020-25 delivered by you and Cllrs Brunt, Knight and Schofield at our offices together with this opportunity to present our views on this important public consultation.

Our members have been widely canvassed and the views presented in this response follow in-depth discussions by both the Planning Committee and later endorsed by Full Council. As we are in the process of formulating our own revised Town Plan 2020-25, much thought has been given to this Council's vision and future ambitions for Horley and this is further reflected in our comments detailed below.

Horley Town Council welcomes the proposals contained in the 'Reigate and Banstead 2025 Five Year Plan' and predominantly supports the commitments expressed therein. However, from our own perspective, we do feel that there are a number of priorities that need to be considered within the Plan and these encompass the following key points:

- **The need to improve communication links with RBBC, including more frequent and transparent Borough updates so that our residents are aware of improvements in their local area and have a good understanding of how public money is being spent.**
- **A renewed and proactive focus on the regeneration of Horley.**
- **A strong commitment to secure relevant and appropriate Post 16 Education for the growing Horley population.**
- **Implementation of a range of Affordable & Social Housing Schemes and increased employment prospects for local residents to have the opportunity to work nearby.**
- **More accessible community centre services and support for vulnerable residents.**
- **An enhanced digital infrastructure to drive economic growth.**
- **Increased environmental and community recycling initiatives.**

Since an extensive review of the Plan by our members has now been carried out, we can provide you with our detailed comments on RBBC's proposed priorities up to 2025, under the three specific themes illustrated within in the draft document, as follows:

1. PEOPLE

- **More affordable and social housing schemes for rent as we feel there is, at present, not enough supply to meet the needs of young people, vulnerable residents and low-income families.**

- Greater support and recognition for community groups who do valuable work for the community e.g. litter pickers and conservation groups which also reduces RBBC expenditure.
- Better support for community events and car parking concessions being introduced to reduce charges incurred on organisers as many of these are not for profit with any surplus revenue being reinvested back into the community, for example the Christmas lights in Horley Town Centre.
- A definitive pledge to the support of community services at a reasonable cost for patrons together with some subsidised or free transport to and from the centres.
- A strong commitment to ensure that Post 16 Education is relevant and appropriate to meet the requirements of Horley residents and that this is kept under frequent, careful review.
- A firm commitment to increasing GP capacity within Horley along with additional Health and Wellbeing initiatives being introduced.

2. PLACE

- Ensuring that community and recreational facilities are kept in the best possible condition so that residents can take pride in the place where they live.
- Improving roads, pavements and street signs to rejuvenate the town and increase footfall in Horley as a popular destination.
- Making Horley a place that people want to come to by facilitating better quality shops, including more car parking options with convenient payment methods and more effective parking enforcement.
- Providing increased and affordable office space and facilities for short term casual use, including 'Pop- up-Shop' options for new traders to test the waters of physical retail before making a large investment.
- HTC aspires to excellent digital and mobile infrastructure for Horley and would like to see the planning process made easier for full fibre Broadband and 5G installations.
- Supporting new strategies and enterprise to help new businesses stay afloat and for Horley to be actively marketed as an appealing location to attract large retail chains.
- A stronger focus on the ongoing regeneration and investment in Horley either directly by RBBC or on projects led by HTC.
- Continuing partnership working to get the best value for infrastructure and community improvements funded by the Community Infrastructure Levy and greater transparency on what Section 106 funds are actually being spent on where this relates to Horley.
- Promoting the importance of environmental awareness and climate change through community initiatives and providing more recycling options along with accessible recycling centres at an affordable cost to improve recycling rates.
- Creating awareness about the use of wind or solar energy to reduce impact on the environment.

3. **ORGANISATION**

- Increased partnership working between local authorities to improve and maintain high quality services and facilities together with attractive public spaces. (This includes routine maintenance, grass cutting of verges and kerb/gutter clearance, to eliminate the concerns of many residents.)
- HTC would like to suggest a commercial activity to contribute to the financial resilience of RBBC with the provision of property management services to carry out the role currently fulfilled by property managers acting as agents by the developers of new-build estates.

In summary, we appreciate being consulted on this important consultation and request that our comments be given due consideration. We understand that some of our feedback may not fall solely within the jurisdiction of the Borough Council but is nevertheless considered relevant to underpin important factors necessary to sustain economic growth and prosperity throughout the Borough in these modern times.

We very much look forward to our continued partnership working with Reigate & Banstead Borough Council to achieve our collective aims of delivering best value for our residents and to make our community a more prosperous place to live in years to come with more open opportunities available to everyone.

We will await the outcome of the consultation and thank you for agreeing to return to our venue on 6 November, to share the results once the comments and feedback received have been considered.

Yours sincerely,



Joan Walsh
Town Clerk

cc: County Cllr Kay Hammond - Horley West Ward, Salfords & Sidlow
Borough and County Cllr Graham Knight – Horley East & Salfords
Salfords and Sidlow Parish Council