

L 4558 Outside Bodies

Minutes of recent meetings of the Horley RBL Committee, including the AGM, had been circulated to members. It was noted that, due to Cllr Samantha Marshall's planned absence, the next Horley RBL meeting would be attended by Cllr George.

RESOLVED: noted.

L 4559 Horley Churchyards

It was noted that the next meeting of the Churchyards Committee was to take place the following day.

RESOLVED: noted.

Grounds Maintenance Update

L 4560 Members were updated on recent meetings with the Burleys Area Manager, notes of which are appended. It was noted that the goal posts had been painted, using the wrong paint, which had subsequently washed away! They were due to be re-painted very soon.

RESOLVED: noted.

L 4561 The Head of Leisure advised that an RPI inflationary increase of 2.7% would be added to the Burleys contract price, with effect from January 2019.

RESOLVED: noted.

Playgrounds and Grounds Inspections and Repairs

L 4562 It was noted that regular inspections were being carried out and members were updated regarding recent repairs.

RESOLVED: noted.

L 4563 It was noted that work carried out by Bennetts, before and after the Memorial Services, had totalled £460 plus VAT.

RESOLVED: noted.

L 4564 ***RESOLVED: that the continued appointment of Bennetts Builders to carry out regular inspections on behalf of Horley Town Council be approved.***

L 4565 Receipt was noted of the annual inspections, recently carried out by the Play Inspection Company. The Head of Leisure advised that only Low Risk or Very Low Risk findings had been identified.

L 4565) **RESOLVED: noted.**

L 4566 **RESOLVED: that payment of £255 plus VAT to the Play Inspection Company for work carried out be approved.**

L 4567 **Youth Services in Horley**

It was noted that the Town Council had recently responded to the Surrey County Council Family Resilience Consultation and had included a suggestion that a move by the local Children's Centre to the Horley Young People's Centre would be beneficial.

RESOLVED: noted.

Parks Furniture

L 4568 **RESOLVED: that the purchase of a Ranger covered litter bin and recycled bench from Earth Anchors, for the total sum of £799 plus VAT be ratified.**

L 4569 **RESOLVED: that the purchase of four further Ranger bins from Earth Anchors, for the total sum of £2,008 plus VAT (including anchored fixings) be approved.**

L 4570 **Funfair Visits to Horley Recreation Ground in 2019**

The Head of Leisure reported that there had been a considerable delay in receiving payment for the visit by Beach's Funfair last October and, for any future visits, payment would be required before park keys being handed over. Members agreed that this course of action be followed.

RESOLVED: that the following dates and charges for visits by Beach's Funfair in 2019 be approved:

- i) Arriving 8 April, open 12 -22 April (charge - £2,200)**
- ii) Arriving 10 June, open 14-16 June (charge - £1,000 for Carnival)**
- iii) Arriving 30 September, open 4,5,6 and 11,12,13 October (charge - £2,000)**

L 4571 **Horley Lions Charity Dog Show and Country Fayre**

RESOLVED: that the request from the Horley Lions to hold the above - named events in Horley Recreation Ground on Sunday 8 September 2019 be approved. (No charge to be made, deposit to be requested.)

L 4572 **Replacement Safety Surfacing in Horley Rec Playground**

The Head of Leisure advised that the work by Southern Landscape 8 Construction Ltd to replace the safety surfacing in the Horley Rec

- L 4572)** Playground was taking longer than anticipated, due to there being many more layers of old surfacing to be removed, than had been expected. No increased costs would be levied by SLC Ltd and the completion of the work would be very much weather dependent.

RESOLVED: noted.

- L 4573** **Formal Opening of New Playground at Court Lodge Fields**

It was noted that arrangements were still outstanding.

RESOLVED: noted.

- L 4574** **New Multi Play Unit at Michael Crescent Playground**

The Head of Leisure confirmed that the work by Sutcliffe Play was now complete, including the replacement of the damaged gate post (no cost to the Town Council for this particular work).

RESOLVED: noted.

- L 4575** **Devolved Powers Agreement Between HTC and RBBC**

The Head of Leisure confirmed that a payment of £3,400 had now been received from the Borough Council, representing the Borough's contribution towards the cost of the Town Council maintaining and improving Church Meadows and providing Town Centre flowers (covering the period April 2017 – March 2019).

RESOLVED: noted.

- L 4576** **Church Meadows**

Members considered a quotation of £1,742 from Burleys to provide and sow perennial seed mixes in the re-sized long grassed area of Church Meadows. Following a suggestion from the Head of Leisure, members agreed that a maximum of £1,500 be approved.

RESOLVED: that the quotation from Burleys be approved, up to a maximum of £1,500 (excluding VAT).

Church Road and Langshott Allotments

- L 4577** **RESOLVED: that the revised Tenancy Agreements for both sites, as appended to these minutes, be approved.**

L 4578 **RESOLVED:** *that thanks be recorded for the invaluable assistance given by Cllr Henry Randall, in helping to produce the revised wording.*

L 4579 **RESOLVED:** *that the quotation of £350 from Heatherlands Tree Care for minor tree works at the Church Road site be ratified (work carried out earlier in the day).*

L 4580 **North West Sector (Westvale Park) Allotments**

The Head of Leisure advised that the Regeneration Manager (Head of Place Delivery) had verbally confirmed that the North West Sector Consortium had agreed to the provision of toilets in the Southern allotment site at Westvale Park. It was not known at the present time whether the same facilities would be provided at the Northern site, however its completion was still some years away.

RECOMMEND: *that, subject to written confirmation being received regarding the provision of toilets on the Southern allotment site at Westvale Park, the transfer of the site to HTC ownership be considered the Full Council meeting on 12 February 2019.*

L 4581 **Horley Open Spaces Advisory Committee (HOSAC)**

It was noted that the next HOSAC meeting would be on 5 February 2019.

RESOLVED: *noted.*

Horley Conservation Group (HCG)

L 4582 Members were updated on recent activities, details of which are appended.

RESOLVED: *noted.*

L 4583 It was noted that the AGM of HCG was to be held at Trinity Oaks Primary School on 25 March.

RESOLVED: *noted.*

L 4584 **South & South East in Bloom 2019**

RESOLVED: *that, due to the Town Centre Precinct refurbishment works and the likely building of the Café in Horley Rec, entry into this year's competition be declined.*

L 4585 Colour Scheme for 2019 Summer Planting

RESOLVED: that a red, white and blue colour scheme be adopted for planting in Summer 2019.

L 4586 Horley Saturday Market

No updates were received, however Cllr Samantha Marshall stressed the need for more Councillor volunteers for the rota for the collection of the market fees (only required on a two weekly basis).

RESOLVED: noted.

L 4587 Horley Carnival, 15 June 2019 (“Moments in History”)

Cllr George advised that he would be meeting with MAD Ideas later in the month to discuss arrangements for this year’s Carnival programme. The next meeting of the Carnival Committee was on 21 January.

RESOLVED: noted.

L 4588 Gatwick Airport Community Trust (GACT)

It was noted that the GACT Grant Application Programme was now open for 2019, with a closing date of 28 February.

RESOLVED: that consideration be given to making an application for funding for additional fitness equipment in Horley Recreation Ground.

L 4589 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the Residents’ Forum on 28 January and Town Meeting on 29 March

L 4590 Items for Future Consideration

RESOLVED: that, following the recent resignation of James Baker as a Town Councillor, the Appointment of a Vice-Chairman of the Leisure Committee be placed on the Full Council agenda for 12 February 2019.

Meeting closed at 8.35 pm

Date of next meeting – 26 February 2019

Carol Fenton

From: Carol Fenton
Sent: 06 February 2019 21:54
To: 'Mike Payne'
Cc: 'petebennett31@hotmail.com'; Judy Morgan; Joan Walsh; Helen Maan
Subject: FW: disabled roundabout at Court Lodge, Horley

Dear Mike

HAGS have responded as below. Please let us know if this solves the problem, if not HAGS will send out an engineer.

Kind Regards
Carol

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From: Sarah Alexander <SAlexander@hags.co.uk>
Sent: 06 February 2019 21:47
To: Carol Fenton <carol.fenton@horleysurrey-tc.gov.uk>
Subject: RE: disabled roundabout at Court Lodge, Horley

Hi Carol

May I suggest that you remove the inspection plate and check to make sure the bearing has not got dirt in it or it isn't full of water under the platform.

If this doesn't solve the issue please let me know and I will arrange for it to be inspected by an engineer.

Kind regards

Sarah Alexander
Area Sales Manager

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M:
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**Notes of Monthly Grounds Maintenance Meetings with Burleys representatives, held on
Wednesday 14 November and Wednesday 12 December 2018 at 3.00 pm in the
Town Council Offices, 92 Albert Road, Horley**

Present: Carol Fenton HTC
Cllr Simon Marshall HTC

Tom Hughes (Contract Manager) Burleys

Horley Rec: Simon said that there were huge numbers of people present in the Memorial Gardens for the Remembrance Service. The Gardens looked very good and thanks were recorded to Burleys staff for all their hard work. Tom said that the Bonfire site was clear and there had been no problems following the Bonfire & Fireworks Display. The playground was now shut, to allow the re-surfacing works to take place and was likely to remain closed into January. Tom said that some of the bedding plants in the Memorial Gardens appeared to have recently been stolen. He agreed to get the bedding replaced, possibly using Polyanthus. Carol said that the area along the boundary behind the car park still required clearing.

Court Lodge Playing Fields: Tom advised that he was still trying to source the correct hooks for the goal posts. The patios had been sprayed with weedkiller and would also be strimmed. Vert-draining of pitches was completed in November.

Emlyn Meadows: Bennetts to check whether the pedestrian entrances required any additional roadstone.

Michael Crescent Centenary Park: New playground equipment complete.

Church Meadows: Tractor work to reduce grass length still outstanding. Tom agreed to try to reduce the cost for the seeding of the long grassed area with perennial seed mixes.

Langshott Allotments: Hedging along railway line side cut back and car park weed-killed. Opposite side of site still to be flail / hand cut.

Other Matters

Tom to provide quotes for replacement litter bins in readiness for Leisure Meeting on 15 January.

Date of next meeting: Wednesday 9th January 2019 at 3.00 pm

HORLEY TOWN COUNCIL

Town Clerk – Joan Walsh
Head of Leisure – Carol Fenton
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
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CHURCH ROAD ALLOTMENTS – AGREEMENT, JANUARY 2019

THIS AGREEMENT is made on the 22nd January 2019
between Horley Town Council (hereinafter called "The Council") of the one part

and the Tenant:

WHEREBY the Council agrees to let and the Tenant agrees to hire, on a yearly basis, the Allotment Garden numbered on the Council's Church Road Allotment Site, Horley, at an annual rental of **£50.00** for a full plot for the current Tenancy Year. (until 31 January 2020). A registration fee of **£15.00** is also payable by new tenants. Any subsequent changes to the annual rental to be notified directly to allotment holders.

Please be aware that the Town Council's Insurance does not cover any items owned by allotment tenants, which may be stored anywhere on the allotment site.

1. The Tenant hereby agrees with the Council:
 - a) To pay the said rent in accordance with the payment terms set out on the invoice.
 - b) To keep the allotment tidy and cultivated. (Weed growth must not be allowed to adversely affect other plots.)
 - c) Not to underlet, assign or part with possession of the allotment without the written consent of the Council.
 - d) Not to cut or prune any timber or other trees without the prior consent of the Council.
 - e) Not to erect any building on the allotment except for, with the prior approval of the Council, one of the following: a polytunnel of maximum dimensions 10ft x 15ft, a polycarbonate or plastic greenhouse (no glass) of maximum dimensions 8ft x 6ft or a prefabricated shed of maximum dimensions 6ft x 4ft. Small storage containers for tools and "fruit cages" are also permitted. Only temporary fixings shall be used for any structure.
 - f) Not to use barbed wire anywhere on the allotment site.
 - g) Not to keep live livestock on an allotment or anywhere on the allotment site, except that laying hens may be kept on an allotment, subject to the prior consent of the Council being sought and the specific terms and conditions (available upon request) being accepted and adhered to.
 - h) To permit any member or officer of the Council to inspect the allotment at any time, without notice being given.

- i) To keep the paths between allotments in a level, clear and safe state, free from overhanging trees and overflowing materials from plots.
 - j) To keep the central path through the site clear of any obstruction. (Vehicles not permitted.)
 - k) When cultivating an allotment Garden adjacent to the boundary fence, to ensure that a two-foot clear area is made available when any maintenance is required, reasonable notice of which to be given to the tenant. (A charge to be levied if such clearance has to be carried out by a contractor.)
 - l) Not to keep anything on any part of the Allotment Site other than on the Tenant's own allotment. In particular, to keep the boundaries of the allotment site clear of all rubbish.
 - m) To ensure that bonfires shall not cause nuisance or annoyance either to other allotment tenants or to nearby residents. (Bonfires not to left unattended at any time.)
 - n) To use any garden hose considerably and not to leave any hose connected, when the user is not present.
 - o) To comply with any other condition which the Council considers necessary, provided that at least seven days' notice has been given to the Tenant
2. The Tenancy hereby created shall be terminated: -
- a) By the Council giving one year's notice from 1st February in any year, should the Council require the tenancy to be terminated under the conditions detailed in the Allotments Acts 1922 and 1950.
 - b) On the next half yearly point after the death of the Tenant.
 - c) By the Council by re-entry, after one month's notice if: -
 - i) The rent has not been paid by the due date.
 - ii) The Tenant is not observing one or more of the terms and conditions of agreement as set out under Paragraphs 1. a) to o) above.
 - iii) The Tenant becomes bankrupt or compounds with his creditors.
3. Notice may be served on a Tenant either personally, or by leaving it at his last known place of abode, or by registered letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment plot.

Signed for, and on behalf of, Horley Town Council by

Name: Mrs Carol Fenton

Appointment: Head of Leisure

Signature:

Carol Fenton

Signed by the Tenant

Name:

Signature:

HORLEY TOWN COUNCIL

Town Clerk – Joan Walsh
Head of Leisure – Carol Fenton
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Tel: 01293 784765
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LANGSHOTT ALLOTMENTS – AGREEMENT, JANUARY 2019

THIS AGREEMENT is made on the 21st January 2019
between Horley Town Council (hereinafter called "The Council") of the one part

and the Tenant:

of

WHEREBY the Council agrees to let, and the Tenant agrees to hire, on a yearly basis, the Allotment Garden numbered on the Council's Langshott Allotment Site, Horley, at an annual rental of **£45.00** for a full plot for the current Tenancy Year. (until 30 April 2019). A registration fee of **£15.00** is also payable by new tenants. Any subsequent changes to the annual rental to be notified directly to allotment holders.

Code for Storage Container: 1389. (Notice to be given of any future code changes)

Please be aware that the Town Council's Insurance does not cover any items owned by allotment tenants, which may be stored in the container, or elsewhere on the allotment site. Please do not store any containers of flammable material in the storage container.

1. The Tenant hereby agrees with the Council:
 - a) To pay the said rent in accordance with the payment terms set out on the invoice.
 - b) To keep the allotment tidy and cultivated. (Weed growth must not be allowed to adversely affect other plots.)
 - c) Not to underlet, assign or part with possession of the allotment without the written consent of the Council.
 - d) Not to cut or prune any timber or other trees without the prior consent of the Council.
 - e) Not to erect any building on the allotment except for, with the prior approval of the Council, one of the following: a polytunnel of maximum dimensions 10ft x 15ft, a polycarbonate or plastic greenhouse (no glass) of maximum dimensions 8ft x 6ft or a prefabricated shed of maximum dimensions 6ft x 4ft. Small storage containers for tools and "fruit cages" are also permitted. Only temporary fixings shall be used for any structure.
 - f) Not to use barbed wire anywhere on the allotment site.
 - g) Not to keep live livestock on an allotment or anywhere on the allotment site, except that laying hens may be kept on an allotment, subject to the prior consent of the Council being sought and the specific terms and conditions (available upon request) being accepted and adhered to.

- h) To permit any member or officer of the Council to inspect the allotment at any time, without notice being given.
 - i) To keep the paths between allotments in a level, clear and safe state, free from overhanging trees and overflowing materials from plots.
 - j) To keep the central path through the site clear of any obstruction. (Vehicles to be parked in designated areas only.)
 - k) When cultivating an allotment Garden adjacent to the boundary fence, to ensure that a two-foot clear area is made available when any maintenance is required, reasonable notice of which to be given to the tenant. (A charge to be levied if such clearance has to be carried out by a contractor.)
 - l) Not to keep anything on any part of the Allotment Site other than on the Tenant's own allotment. In particular, to keep the boundaries of the allotment site clear of all rubbish.
 - m) To ensure that bonfires shall not cause nuisance or annoyance either to other allotment tenants or to nearby residents. (Bonfires not to left unattended at any time.)
 - n) To use any garden hose considerately and not to leave any hose connected, when the user is not present.
 - o) To comply with any other condition which the Council considers necessary, provided that at least seven days' notice has been given to the Tenant
2. The Tenancy hereby created shall be terminated: -
- a) By the Council giving one year's notice from 1st February in any year, should the Council require the tenancy to be terminated under the conditions detailed in the Allotments Acts 1922 and 1950.
 - b) On the next half yearly point after the death of the Tenant.
 - c) By the Council by re-entry, after one month's notice if: -
 - i) The rent has not been paid by the due date.
 - ii) The Tenant is not observing one or more of the terms and conditions of agreement as set out under Paragraphs 1. a) to o) above.
 - iii) The Tenant becomes bankrupt or compounds with his creditors.
3. Notice may be served on a Tenant either personally, or by leaving it at his last known place of abode, or by registered letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment plot.

Signed for, and on behalf of, Horley Town Council by

Name: Mrs Carol Fenton

Appointment: Head of Leisure

Signature:

Carol Fenton

Signed by the Tenant:

Name:

Signature:

A brief summary of the HCG's recent activity;

- November and December- 2 sessions at The Fieldings Community Orchard space, to plant up new fruiting shrubs and young trees bought by the HCG, but also to start remedial pruning of the overgrown shrubs and established fruit trees along the edges.
- (FYI: RBBC have installed a temporary sign here explaining the agreed change of management of this site and will only be cutting the vegetation around the fruit trees in Spring and Autumn, as well as the informal access path down one side. This is to provide flowering plants for pollinators throughout the Summer. The HCG will be raking off and bagging up the cuttings after each cut and RBBC will be collecting them for disposal off site).
- January- Langshott Woods, continuing with the Rhododendron clearance in the woods.
- February's task will be on **Saturday 16th February**- (Change of venue). Trinity Oaks Primary School, The Acres, Langshott. Pond maintenance and wildflower seed planting.
- March's task is on Sunday 17th at Langshott Woods again (Hazel coppicing).
- Also, members of the HCG joined in with the litter pick at Riverside Garden Park on Sunday 3rd February (photo attached). Lots of rubbish collected. Special thanks to the HPS and HCG volunteers that organized and took part in this task.
- The HCG will be commenting on RBBC's proposed designation of Tanyard Meadows as "Horley Town Park" and Catherine Baart and KL will be having a site visit with RBBC before the end of March to look at potential volunteer tasks for 2019/2020 as well as suggest areas that should be managed as habitats for wildlife within Stage One of the Riverside Green Chain.
- The new volunteer programme will be on-line from the end of March.

Regards,

Kevin Lerwill

Gatwick Greenspace Partnership Officer

Gatwick Greenspace Partnership
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