



# HORLEY TOWN COUNCIL

## Minutes of an Ordinary Meeting of Horley Town Council held at The Albert Rooms, Albert Road, Horley on Tuesday 6 December 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
		And	Samantha Marshall	Fiona Stimpson
			(Chairman)	

**\* Absent**

\*\* Joined meeting at 7:45 pm

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

**C 5473 Apologies and Reasons for Absence**

**RESOLVED: that the apologies of Cllrs George, A. Kitajewski, and H. Kitajewski be accepted.**

**C 5474 Disposable Pecuniary Interests and Non-Pecuniary Interests**

Cllrs Avery, Baker, Buttironi and Hudson declared a Non-Pecuniary Interest in item 16 Horley Community Centre Modernisation Consultation as they are RBBC Councillors.

**RESOLVED: noted.**

**C 5475 Ordinary Meeting of the Council, 4 October 2022**

**RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 4 October 2022, including all confidential items, be approved.**

**C 5476 Full Council Updates**

**FC 5452 – Civility & Respect Project (NALC/SALC/SLCC):**

The Town Clerk reported that the Town Council had signed up to the Civility & Respect Pledge in alliance with other local councils and received a certificate, duly signed by the Council Chairman. The associated Dignity at Work Policy, previously adopted, had also been published on the [website](#).

**FC 5461 – RBBC CIL SIP Programme 2022-2027:**

The Town Clerk advised that she had been in contact with the CIL Officer for an update. RBBC had reportedly received a high volume of applications which were being processed and would delay the outcomes being made known. It was however hoped that a further update would be received in January and before the draft scheme is planned to be presented to the RBBC Executive Committee for approval in March.

**RESOLVED: noted.**

## Committee Reports

- C 5477 **RESOLVED: that the minutes of Planning & Development Committee held on [27 September 2022](#) and [25 October 2022](#) be received.**
- C 5478 **RESOLVED: that the draft minutes of Leisure and Amenities Committee held on [18 October 2022](#) be received.**
- C 5479 **RESOLVED: that the draft minutes of Finance and General Purposes Committee held on [8 November 2022](#) be received.**
- C 5480 **RESOLVED: that the draft minutes of Environment Sub Committee held on [8 November 2022](#) be received.**
- C 5481 **RESOLVED: that the draft minutes of Horley Edmonds Fund Grants Committee held on 17 October 2022 be received.**

## C 5482 Chairman's Report

The Chairman's Report which was previously circulated to the Members for information, was received.

**RESOLVED: noted.**

## Borough, County Council and Other Updates

- C 5483 The Town Clerk gave an update on the SCC/RBBC/HTC Joint Council meeting, held on 25 November 2022, the notes from which had been previously circulated to Members (copy appended). The next meeting would be held on 27 January 2023.

**RESOLVED: noted.**

## C 5484 RBBC/HTC Liaison Meeting

The Town Clerk advised that that the next RBBC/HTC Liaison Meeting would be held on 2 February 2023 and the forum had been extended to all Borough Councillors representing the Horley wards. Amongst the topics for discussion at the next meeting would be local community events to mark the King's Coronation; an update on the shortlisted projects by RBBC through the UK Shared Prosperity Fund; and the Double Taxation Renewal Agreement on which the HTC Finance Chairman would be meeting with the RBBC Finance Executive Member beforehand in order to complete the negotiations.

**RESOLVED: noted.**

## C 5485 SCC Budget Proposals 2023/24

The Town Clerk said that SCC had set out its draft plans for £1,095.6m (just over £1bn) of spending and disclosed a budget gap due to a £14.4m overspend, driven by inflation, policy changes and ongoing demand pressures within priority services. A short [public survey](#) had been launched to receive views and would be open until 19 December 2022.

**RESOLVED: noted.**

C 5486

### Financial Matters

The RFO reported that an issue had come to light due to the migration of the accounts package from the Scribe to Rialtas system. For continuity, both sets of accounts were completed for the year 2021/22. However, at the Year End, they unfortunately did not match and explained by the fact that they operate differently from one another. This resulted in the new system highlighting that the Council had underclaimed VAT in the sum of £34.23, according to the Rialtas system, even though a thorough investigation confirmed that all financial data had been entered correctly in both sets of accounts. This had also been checked by the Council's internal auditor.

Having considered the matter further, the Members agreed that in view of it being a nominal sum, that it be written-off in the circumstances.

***RESOLVED: that the proposal to write off an amount of £34.23 in unclaimed VAT for the financial year 2021/22, be approved.***

### Annual Subscriptions

C 5487

#### Gatwick Greenspace Partnership (GGP)

The RFO passed on information received from Cllr George that in the light of inflation and other pressures, GGP had resolved to raise the subscription significantly for 2023/24 as they were already using up reserves for this financial year.

***RESOLVED: that the subscription for 2022/23 in the total sum of £2,033 plus VAT, be ratified.***

C 5488

#### Town Council Charges 2023/24

***RESOLVED: that the recommendations of the Finance Committee for the Scale of Charges effective from 6 April 2023 in respect of:***

- i) Pitch Hire, Court Lodge playing fields***
- ii) Allotments Tenancies and Advertisement Banner Displays***
- iii) Community Hall Hire (Edmonds Hall) and***
- iv) Land Hire by Event Operators***

***be approved, communicated with notice as appropriate and published on the Town Council website.***

C 5489

#### Horley Town Council Precept

The RFO presented the draft Budget and Precept for 2023/2024 for Members' consideration. The briefing paper, previously circulated with the draft Budget calculations and Precept information, set out the background, considerations and challenges including the need to maintain ageing infrastructure, deliver Town Plan priorities and maintain an acceptable level of General Reserves. The detailed budgets had been reviewed at the Finance and Leisure Committees and all Members' comments had been considered in the preparation of the latest draft.

Some minor savings had been made where possible but the inflationary rise of 10.10% had been added to all Council Budgets and the Grounds Maintenance Budget had been increased to take account of the fact that a new contract would be in place from January 2024 and was likely to have a significant increase in cost. An amount of 20k had been placed in the election contingency earmarked fund to cover the Council's maximum exposure to election costs in the forthcoming May 23 elections. Members were presented with a choice of three inflationary increase scenarios. In each case, the base budgets as previously agreed at the Finance Committee meeting remained the same, the differences were highlighted by the

**C 5489)** RFO as set out in the briefing paper. The Town Clerk added there was an important requirement to increase general maintenance budgets to cover rising charges and that the replacement of ageing infrastructure at certain sites from earmarked funds would also need to be considered at later stage.

Cllr Beech proposed, and Cllr Buttironi seconded that the precept increase be set at 15.07% (Option 3). He said that this increase was higher than hoped for but it was a sensible budget which would enable the Council to cover its running costs, maintain current assets and deliver new projects to achieve more for Horley residents. (The proposal was later passed at the meeting by a majority vote).

Cllr Saunders counter-proposed the precept increase be set at 9.59% (Option 2) to help residents keep their bills down; on the basis that the CIL fund could be used to deliver some projects to benefit residents and the inflationary increase would enable the Council to maintain current services. There was no seconder for this proposal.

***RESOLVED: that a Precept of £ 525,016 be set for the Financial Year 2023/2024, representing £ 47.76 per Band D Household, an annual increase of £6.25 (15.07% increase), be approved and that Reigate & Banstead Borough Council be informed in writing accordingly.***

**C 5490** Budget Statement 2023/24

***RESOLVED: that the Budget Statement be approved, released to the press and placed on the [Town Council website](#).***

**C 5491** Leisure Matter: 'Café In the Park', Horley Recreation Ground –

***RESOLVED: that expenditure for the installation of an ACO drain system to remove excess water from the car park into the main system at a total cost of £2,800 plus VAT, be ratified.***

**C 5492** [RBBC Consultation on the Borough Council's Budget Proposals 2023/24 \(Closing Date: 16 January 2023\)](#)

Members considered the budget proposals put forward by the Borough Council, noting that it intends to reduce costs and increase income to deliver services by making significant savings. The budget proposes cost savings of £1.725 million and additional income of £1.186 million partially offset by unavoidable growth relating to staff pay and price increases of £1.942 million. The public survey (open until 16 January 2023) was completed during the meeting and submitted to RBBC accordingly.

***RESOLVED: that the public survey submitted by the Town Council concerning Budget Proposals for 2023/24 by Reigate & Banstead Borough Council, be approved.***

**Community Foundation for Surrey (CFS) - Horley Edmonds Fund (HEF)**

**C 5493** ***RESOLVED: that grants awarded by the Horley Edmonds Fund Grants Committee to the Horley Lions Club towards utility payments for Foodbank users in the sum of £5,000; and to the YMCA East Surrey for a Family Support Worker to support Horley Families in the sum of £2,500, be ratified.***

**C 5494** The Town Clerk informed Members that renewal of the legal agreement between the Town Council and the Foundation had been completed and signed by all parties.

***RESOLVED: noted.***

**C 5494)** The Town Clerk explained that Officers were in contact with the Foundation to progress publicity of the HEF with a new fundraising page for donations, to be administered by the Grants Team. Further additions to promote the fund and share information on grants awarded by HTC would also be included along with feedback from applicants once projects reached fruition. A further update would be provided in due course.

**RESOLVED: noted.**

**C 5495** **RESOLVED: that the decision of the Horley Edmonds Fund Grants Committee to support an expression of interest received from Langshott Ladybird Nursery (offering government funded places to eligible Horley residents) for funding towards outdoor perimeter fencing, be considered at a later date (subject to receipt of a full application), be approved.**

**C 5496** **RESOLVED: that the decision of the Horley Edmonds Fund Grants Committee not to support an expression of interest received from Horsehills RDA Group, towards venue hire and equipment, as the riding school is outside the boundary of the Horley Parish, be approved.**

**C 5497** **Horley Community Centre (Regent House) modernisation consultation**

The Town Clerk reported that after the matter was discussed at the last Finance meeting, the short online public survey concerning upgrade proposals at Horley's community centre had been submitted from HTC. She added that since it was disclosed that NHS funding would be made available for a limited time to support free room hire for residents, that it be offered for more outreach services and community support for mental health and well-being. The outcomes of the consultation would be made known in due course and a walkabout of the new centre would be offered to HTC.

**RESOLVED: that the Town Council's survey response to RBBC's Horley Community Centre modernisation consultation, be ratified.**

#### **Outside Bodies**

**C 5498** **Horley Community Partnership**

The Town Clerk reported that no partnership meetings had been convened recently. However, the RBBC Community Development Officer was sharing latest information on Covid-19 statistics, indicating a significant decline in cases across the borough. The Food Club at Horley Community Centre continues to support residents as needed and the SCC 'warm hub' scheme network would be offered at the centre every morning.

**RESOLVED: noted.**

**C 5499** **Royal British Legion (RBL) (Horley Branch)**

The Chairman reported her appointment to the RBL committee, the minutes from which had been circulated to Members for information. The Town Clerk added that the Council's parks contractor had made a 50% reduction from their charges for set up at the Memorial Gardens, as a kind gesture to support the commemorative events in Horley.

**RESOLVED: noted.**

**C 5500** **Boundary Commission for England: [Revised proposals for the new Parliamentary Constituency Boundaries](#)**

**C 5500)** The Town Clerk reported that the Boundary Commission were running a 4-week consultation on revised proposals to achieve the primary objective of making the number of electors in each constituency more equal. A high volume of comments were reportedly received from the south of the Borough on the proposed 'Dorking and Horley' constituency with an underlying view that there seemed to be no real connection between the two towns. Members were reminded that a formal response from HTC had already been submitted when the consultation was first launched, suggesting that the name be reversed to 'Horley and Dorking' constituency and asking for an assurance that Horley residents would still have reasonable access to their local MP and for their views to be represented in Parliament.

**RESOLVED: noted.**

**C 5501 Letters Received**

<b>From</b>	<b>Subject</b>	<b>Action/Comments</b>
RBBC Elections Manager	RBBC Local Elections (Voter ID requirements)	Information received noted. Town Clerk to report back following meeting with RBBC.
Henry Smith Charity	Revised Constitution	Information received noted. Town Clerk has assisted charity with other queries and shared details of the HTC Grants Scheme.

**RESOLVED: noted.**

**C 5502 Diary Dates**

Town Centre Carol Service, Councillor Hospitality & Christmas Fair (HATs): 10 December

Council Meetings: Planning, 20 December

HTC Office Closure: From 22 December to 3 January

**RESOLVED: noted.**

**C 5503 Items for Future Consideration**

An adjustment would be required to the Town Council's cycle of meetings 2022/23 in light of the King's Coronation on 8 May 2023 and bank holiday weekend to comply with meeting notice period ([Local Government Act 1972, Schedule 12](#)). These would be presented for consideration and approval at the Full Council meeting due to be held on 7 February 2023.

**RESOLVED: noted.**

**C 5504 Press Release**

[Horley Town Council Budget Statement 2023/24 Precept Papers](#)

**RESOLVED: noted.**

**C 5505 Confidential Business**

**RESOLVED: that "in view of the special or confidential nature of the business about to**

C 5505) **be transacted, it is advisable that in the public interest that the press and public be excluded and that they be instructed to withdraw”.**

**Westvale Park Allotments**

**CONFIDENTIAL**

C 5506 The Town Clerk provided the background, in that the Town Council had been given the option to take on ownership and management of the two allotment sites at Westvale Park which the Borough Council had a legal obligation to do under the Small Holdings and Allotments Act.

The current position is that the northern and southern sites are being determined along with storage and toilet facilities, access road, parking and conservation area requirements. The HTC Planning Officer was in attendance at the meeting and explained that she had been in contact with the RBBC Planning Officer over these matters and on which HTC had passed on their views. She added that one particular issue of concern related to drainage requirements at the site where there were two new proposed Planning Conditions, recommend by the Surrey SUDs Team, for a drainage system to be placed by the developer with two culvert pipes to be inserted to provide access to the southern allotment. As such, ongoing maintenance of the system would fall on the Town Council to manage and the developers were not required to provide a design and specification of the system up front and so this was not available to HTC at this point in time. She further illustrated such requirements on the site layout plans filed with the planning application. HTC had raised a further concern about a possible oil pipe easement on the land whereby the land could be disrupted to allow for third party access. This is believed to form part of the underground network connection (also in place at Emlyn Meadows) by Esso Petroleum, however clarification on this issue had been sought from RBBC.

In light of these concerns, Members were told that the Town Clerk and Planning Officer held a meeting with the Leisure and Planning Committee Chairmen to discuss further. Having carefully considered the matter, it was felt that there were many unknowns regarding the drainage system and maintenance requirements placed on HTC post transfer along with the financial implications. As such, it was proposed that the Town Council should inform RBBC that it would not be in a position to take on the two sites at Westvale Park, however a collective decision from Full Council would be required on the matter.

After further careful deliberations, Cllr Simon Marshall proposed and Cllr David Powell seconded that in light of concerns over ongoing drainage system maintenance responsibilities to be placed on HTC, that the Town Council resolves not to take on the two allotment sites at Westvale Park and the proposal was passed by a majority vote. It was further agreed that the Town Clerk would send a letter to this effect to the Head of Place Delivery at the Borough Council.

***RESOLVED: that the Town Clerk writes to the Head of Place Delivery Reigate & Banstead Borough Council, outlining the decision made by the Town Council not to take on ownership and management of the two allotment sites at Westvale Park and the reasons for this decision.***

*The Council Chairman closed the meeting by making note of thanks to her fellow Members and all staff for their hard work and commitment throughout the year and she wished everyone present a very Merry Christmas.*

**Meeting closed at 9:10 pm. Date of next meeting – 7 February 2023**

