

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 16 October 2018 at 7.30 pm.

Present	Cllrs David Powell – Chairman & Town Mayor J Baird J Baker R Biggs (from 8.00 pm) G Buttironi A Kitajewski H Kitajewski M George J Hudson L Mabbett R Olliver H Randall F Stimpson
In Attendance	J Walsh (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk) A Jones (Consultant) Three members of the public R Evans (H R Services Partnership, part meeting)

C 4506 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Banwait, Etheridge, Samantha Marshall, Simon Marshall and Valerie Marshall be accepted, for reasons as specified in the Attendance Register.

C 4507 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

C 4508 Public Forum

A member of the public asked whose responsibility it was to clear glass from an alleyway adjacent to Fairfield Avenue. The Chairman advised that this was Raven Housing Trust land.

RESOLVED: noted.

C 4509 Ordinary Meeting of the Council, 28 August 2018

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

C 4509) the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 28 August 2018, including all confidential items, be approved.

C 4510 Leisure & Amenities Committee, 4 September 2018

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

C 4511 Finance & General Purposes Committee, 25 September 2018

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

C 4512 Planning & Development Committee, 14 August 2018

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

C 4513 Planning & Development Committee, 11 September 2018

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

C 4514 Chairman's Report

Cllr Powell advised that he or his representative had attended the following:

WEA, Horley Branch – 50th Anniversary Celebrations (with Cllr Samantha Marshall)

Tandridge Civic Service

RBBC Heritage Open Day (with Cllr Samantha Marshall)

Horley in Bloom Awards Ceremony (with other members)

Lord Lieutenant of Surrey – Awards Ceremony (with Cllr Samantha Marshall)

RESOLVED: noted.

C 4515 Residents' Forum Meeting, 24 September 2018

It was noted that the recent meeting had not been as well attended as previous ones. The Chairman stressed the importance of providing responses to points raised by residents at previous

C 4515) meetings. (Notes of the meeting are appended.)

RESOLVED: noted.

Borough, County Councillor & Other Updates

C 4516 Members were updated on the recent Review Meeting, which had been attended by Cllr George, County Cllrs Hammond & Knight and the Town Clerk. (Notes of the meeting are appended.)

RESOLVED: noted.

C 4517 Cllr George updated members on the Surrey County Council Vision Briefing, which he had recently attended. He advised that SCC was looking to work more closely with Borough and Parish Councils. Consideration was being given to the formation of Joint Committees to replace the current Local Committee structure, with representation at County, Borough and Parish level.

RESOLVED: noted.

C 4518 **Devolved Powers Agreement – Church Meadows and Horley Town Centre**

The Head of Leisure reported receipt of the Agreement between the Borough and Town Councils for the provision of grounds maintenance services at Church Meadows and Town Centre Summer planting. She reminded members that the Borough Council was to pay an annual amount of £1,700 to the Town Council for carrying out these services. Cllr Baird proposed and Cllr Olliver seconded that the Agreement be approved. (Unanimous vote in favour.)

RESOLVED: that the Agreement be approved.

C 4519 **Electoral Review of Reigate and Banstead – Final Recommendations**

Members considered the final Recommendations received from The Local Government Boundary Commission. They expressed their extreme dissatisfaction with the recommendation for the Town Wards, whereby five wards were proposed with 6, 5, 4, 2 and 1 members respectively. In particular the one and two member wards were not thought to be fit for purpose. The Head of Leisure explained that the main issue appeared to be that, whilst Borough Wards were able to cross County Electoral divisions, Town Wards were unable to cross either a Borough Ward boundary or a County division. (This point had not been highlighted in any previous correspondence from the Boundary Commission.) After further discussion the following was resolved:

C 4519) ***RESOLVED: that a letter be sent to the Boundary Commission, expressing the Town Council's strong dissatisfaction with the proposals for the Horley Town Wards, the letter to be copied to Sam Gyimah MP and the Secretary of State for Housing, Communities and Local Government. (A copy is appended.)***

C 4520 **Annual Governance and Accountability Return (AGAR) for year ended 31 March 2018**

The Clerk advised that the newly appointed external auditor PKF Littlejohn LLP had still to complete the audit of the Town Council's accounts for year ended 31.3.18 and had instructed the Town Council to display an interim notice to this effect. It was further noted that the submission deadline for the return of the completed AGAR for 2018/2019 was expected to be no earlier than 10 June 2019. Cllr Olliver told members that none of the three external auditors appointed across the country had been able to complete all audits on time and the South East Region County Associations Forum (SERCAF) planned to issue a formal complaint to the Smaller Authorities Audit Appointments Ltd (SAAA), the body responsible for these appointments.

RESOLVED: noted.

C 4521 **Proposals for Possible Café at Horley Recreation Ground**

Members considered the Briefing Paper prepared by Town Council Consultant Alan Jones. It was noted that the Surveyors Copeland Yussuff had produced an Outline Cost Plan, estimating the total cost of the Café project (including toilets, extended car park and additional footpath) to be £560,310 excluding VAT. It was unlikely that the Town Council would be able to recover the VAT element of the project, especially as the café would be run as a commercial operation. Copeland Yussuff had proposed a maximum fee of £24,000 to oversee the project as Chartered Surveyor (full details are in the attached Briefing Paper). Funding the project would necessitate an application being made to the Public Works Loan Board (PWLB). The Council Chairman had also agreed to make contact with the Borough Council Portfolio Holder responsible for Section 106 and Community Infrastructure Levy (CIL) monies (subsequently confirmed as Cllr Tony Schofield).

After further discussion the following was resolved:

RESOLVED:

- i) that Copeland Yussuff be appointed as Chartered Surveyor for the Café Project for a maximum fee of £24,000.***
- ii) that David Copeland, acting for Copeland Yussuff, place project details on the Contracts Finder website with a closing date of 30 November 2018 for the receipt of tenders.***

C 4522 Precept 2019/2020

Members considered requirements for Full Council projects, the main one being the Café in the Park project. The repayments for PWLB loans of varying amounts and terms were shown to members. It was also noted that the last payment on the loan for the Innes Pavilion roof was due to be made this November.

RESOLVED: that funding requirements for the Café Project be finalised as soon as tenders have been received, for consideration at the Full Council meeting on 11 December 2018.

C 4523 Court Claim

The Clerk updated members on the outcome of the recent Hearing at Guildford County Court regarding the alleged theft of equipment from the container at the Langshott Allotments. When questioned in Court it was revealed that the Claimant had purchased the equipment second hand, for less than the cost of a brand new replacement, which was being claimed. The Judge ruled that the Town Council had not been negligent, neither had it failed in its duty of care to the allotment holders and the case was dismissed.

RESOLVED: noted.

C 4524 Arrangements for Remembrance Services, November 2018

The Head of Leisure explained that, for this year only (due to the age and condition of the railings) a section of the Memorial Gardens railings would be removed, to allow easier access into the Gardens, following the Parade on Sunday 11 November. She added that diagrams of the layouts for the PA System and the Wreath Layers' area had been sent to Bennetts, who would be responsible for all arrangements this year. Members were reminded that the re-dedication of the Memorial Gardens would take place at 11.00 am on Wednesday 7 November and would be attended by the Chairman and Vice-Chairman of the Council.

RESOLVED: noted.

C 4525 Winter Bedding in Memorial Gardens

RESOLVED: that the quotation of £817.44 plus VAT from Burleys, for winter planting in the Memorial Gardens, be approved.

C 4526 Open Air Cinema, Horley Recreation Ground

Members considered a request from the company Driftin Dreamers (trading as Silent Summer Screenings) to hold an Open Air Cinema in Horley Recreation Ground on the evening of Friday

C 4526) 23 August 2019. The Head of Leisure explained that attendees at the event would pay £10 in advance and on arrival would be provided with dedicated headphones, so noise would not be an issue. Toilets would be provided, as well as a generator if necessary. It was noted that the company had run three similar events at Lady Neville Recreation Ground, Banstead, this Summer, which had been extremely successful. After some discussion, the following was resolved:

RESOLVED: that the request from Silent Summer Screenings to hold an Open Air Cinema event at Horley Recreation Ground on 23 August 2019 be approved and a charge of £100 be levied for the event.

C 4527 Letters Received

RESOLVED: that receipt be noted of the following:

- i) Letters of thanks from attendees at the recent Horley in Bloom Awards Evening.**
- ii) Compliments on social media regarding the town centre Summer planting.**
- iii) Newsletter from the Community Foundation for Surrey.**

C 4528 Diary Dates

RESOLVED: that future events be noted, in particular the upcoming Remembrance events and HATs Christmas Fayre on 8 December.

C 4529 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 4530 -
C 4532**

Staffing Matters

CONFIDENTIAL

Members were updated by Rob Evans of HR Services Partnership on recent action taken regarding the Grievance Allegations, as well as an explanation of options, regarding the way forward.

Prior to the close of the meeting the Chairman presented the Town Clerk with the Award certifying completion of the Certificate in Local Council Administration (CiLCA). Members recorded their appreciation of the hard work carried out by the Town Clerk in achieving this Award.

Meeting closed at 8.50 pm

Date of next meeting: 16 October 2018

HORLEY RESIDENTS' FORUM – Notes of the meeting held on 24 September 2018

HTC Chairman Cllr David Powell opened the meeting. He recorded the apologies of Cllr Graham Knight, who was attending a Borough meeting. He then addressed the points to be followed up from the previous meeting. It was noted that a number of points were still to be followed up by Cllr Knight. A local resident expressed their concern at the lack of updates from Cllr Knight on outstanding matters.

Cllr Powell said that he had suggested to Cllr Knight that one way to address dog fouling issues on the Langshott Estate might be to display signs with a "social message". ("Do not let your dog soil other people's shoes".)

Cllr Kay Hammond explained that there was at present no date scheduled for the middle section of Albert Road to be re-surfaced, however she was pursuing this. The resident who had been keen to meet with Kay had subsequently emailed a wide range of issues, including lack of night-time street lighting in Albert Road, cars parking along the A23 beyond the Air Balloon (part of Parking Review), general holiday parking in Horley, oil exploration concerns (Kay confirmed that no Fracking is used in Surrey), the proposed Business Park and houses being built on greenbelt land.

With regard to the recent spate of burglaries in Albert Road, Kay said that she had been in contact with Borough Inspector Angie Austin, who would be happy to provide future updates.

With regard to the lack of enforcement of the yellow zig zag lines in Albert Road, to the rear of Horley Infant School, Cllr Hammond explained that the signage was still outstanding, which would permit enforcement to take place. Kay agreed to follow this up. It was noted that parking on the zig zag lines was also becoming a problem at the front of the school in Lumley Road. Cllr Powell added that he and other Councillors would patrol these areas and request parents to move their cars, for the safety of their own and other people's children. Cllr George added that it was often very successful if a school asked their pupils to "nag" their parents about matters such as this.

Cllr Powell advised that he and Borough Cllr Lynch had been in contact with Borough Enforcement and Planning Officers regarding the "Meet and Greet" parking operation in Lumley Road. He added that he had met with a resident from Yattendon Road and had seen the mobile office in operation in Lumley Road, running from 5.00 am until 11.00 pm. Cllr Powell added that a planning application had now been submitted to build nine flats on the land currently being used.

Kay said that she was following up the issues surrounding the "No Right Turn" signs from the Balcombe Road into Rosemary Lane and hoped that the matter would soon be resolved.

Kay told residents that she had been in contact with the Head of Libraries at SCC, regarding the re-positioning of the Millennium Mosaic outside the new Library building in Russell Square. Ownership of the land required for this was currently being investigated. It was noted that the Horley Lions were also hoping to have a defibrillator installed at this site. Kay agreed to follow up this matter.

Cllr Powell said that he hoped that the sink hole in Victoria Road would not return, following the recent repairs carried out by Surrey County Council.

Cllr George advised that there appeared to be a greater Police presence in Horley Recreation Ground, following concerns raised about drug dealing. He explained that the Police needed to track down the "Drugs Chain" leading to the Park.

It was noted that there were ongoing issues with taxis parking on Horley Streets. Mike George said that it would be useful if the meetings with Gatwick Airport and surrounding local authorities could resume again, to explore ways to resolve this matter, as had happened in the Manchester Airport area.

Cllr Samantha Marshall raised the matter of patching work being carried out on Victoria Road every year, prior to the Carnival Parade passing through. Cllr Hammond said that she believed the road was on the list for full re-surfacing.

Before the close of the meeting, Kay once again urged those present to sign the Petition for Fairer Funding for Surrey's Roads, currently available on the UK Government and Parliament website.

Cllr Powell thanked everyone for attending.

Dates for future meetings:

Monday 26 November 2018 at 7.00 pm

Monday 28 January 2019 at 7.00 pm

Monday 1 April 2019 at 7.00 pm

Notes of Review Meeting: SCC / RBBC / HTC

5 October 2018, at 3.00 pm, in the Town Council offices, 92 Albert Road, Horley

Present: Cllr Kay Hammond (KH)
Cllr Graham Knight (GK)
Cllr Mike George (MG)
Joan Walsh (JW)

1. Review of Previous Meeting

1.1 Sink Hole, Victoria Road (opposite Lidl)

Now resolved.

1.2 Traffic Light Phasing, Kings Head, Smallfield Road and Balcombe Road Junction

Now resolved.

2. Outstanding Highways Matters

2.1 Parking restrictions and enforcement – Horley Infant School (Albert Road Side)

It was noted that SCC's Parking Strategy Manager would be writing to residents of Albert Road in October about plans to install a street notice to make the zig-zag lines enforceable. Householders would be given a couple of weeks to make comments. In the meantime, the required signage would be ordered and this would be placed along with the road marking changes by December. Although the status of the TRO was unknown, it was assumed that this would also be put in place.

2.2 Albert Road / Victoria Road – Resurfacing Works

KH advised that she was following up with Surrey Highways a date for completion of resurfacing works to the middle section of Albert Road and would forward on updates on receipt. It was also noted that full resurfacing on Victoria Road had remained outstanding for some considerable time.

Action: KH

2.3 Railway Bridge, Balcombe Road

GK advised he would follow up with SCC Highways about the condition of the railings by the sharp bend on the Railway Bridge, Balcombe Road and if they could be made more secure as well as repainted by contractors overnight.

Action: GK

2.4 Electrical Charging Points

JW will enquire if the electrical charging points at Victoria Road car park have a sustainable power supply. It would also be useful to know if they were being supported as an environmental community initiative. These issues would be taken up with RBBC's Air Quality Monitoring Officer in the first instance and advice would be sought on publicising this new facility.

Action: JW

3. Electric Bus Trial (Metrobus)

It was noted that HTC had been informed by Metrobus that the company was in the process of trialling a zero-emission single decker electric bus operating on Route 400 between Caterham, Redhill, Horley, Gatwick Airport, Manor Royal, Crawley & East Grinstead. The service was open to all bus users for two weeks during the evaluation period on its performance and Metrobus was keen to receive feedback as it was part of their strategy planning to reduce emissions in areas where they operate.

4. Residents' Forum Meeting (held on 24 September) – Review of Outstanding Matters

4.1 Uplift charged by Kier on Road Repairs

GK advised that he had raised the matter with SCC's Asset Management Team and was awaiting a response to determine how funding might be topped up to cover the uplift charges made by the highways maintenance provider.

Action: GK

4.2 Dialogue with Network Rail on Condition of Footbridge and Underpass

GK advised that Network Rail had incurred recent expenditure in making modifications to the Footbridge and that other issues, including reports of flooding in the Underpass, remained under review. He said that alternative solutions to their overall condition would need to be established and he would put this forward to Network Rail to see if all interested parties could potentially work together.

Action: GK

4.3 Dog Fouling – Langshott Estate

To resolve the persistent problem of dog fouling at the Langshott Estate, GK advised he was making enquiries with James Durrant at RBBC to see if temporary CCTV could be installed at the Langshott Estate along with signage to encourage awareness by dog owners. It was also thought that extra visits by RBBC's Dog Warden and JETs would be beneficial.

Action: GK

4.4 It was agreed that future meetings of the Residents' Forum for the remainder of the Municipal Year should continue as arranged on:

Monday 26 November 2018

Monday 28 January 2019

Monday 1 April 2019

5. Horley Regeneration Forum (next meeting date)

It was noted that the RBBC Regeneration Manager, Peter Boarder, had set a tentative date for the next meeting of the Horley Regeneration Forum on Tuesday, 30 October, in the Edmonds Hall, Albert Rooms.

MG stated that future education capacity arising from new housing developments was another important matter that needed to be addressed as well as the need for Sixth Form provision in Horley. He added that the future of healthcare provision was of equal importance since some GP Surgeries had closed their patient lists. The Town Council had arranged to be updated on the latter issue by the East Surrey Clinical Commission Group in early November.

6. Update on proposals for formation of new Rail Users' Forum in Horley

GK advised that following contact he had made with the RR&DRUA, the group was not receptive to the suggestion of a separate Horley Rail Users' Forum being affiliated to the association. As a possible alternative, it was suggested that a Rail Forum could perhaps be established as a non-political community group by interested rail commuters and this could be promoted in the HTC Newsletter at a later date.

7. Café Pavilion Project – Horley Recreation Ground

An update was given on plans for a Café Pavilion at Horley Recreation Ground which followed a resolution made by the Town Council that only a permanent structure be considered and for it to be Council owned. A Working Group of Town Councillors had been set up to oversee the project and a Full Council meeting would be held shortly to agree next steps and financial considerations.

8. Any other business

8.1 Development Management Plan (DMP)

GK advised that he had met with Executive Portfolio Holder for Planning Policy, Cllr Keith Foreman about implementing changes to development policy to favour mixed affordable housing and a range of housing schemes for local workers. This would commence next year and form part of future development targets.

8.2 Local Petitions

KH asked that the following petitions be publicised locally through online and social media channels (subsequently actioned by HTC).

[Crawley Open House Petition](#)

[Fairer Funding For Surrey's Roads Petition](#)

9. Date of next meeting (30 November, 3.00 pm)

It was agreed that the next meeting would proceed on Friday, 30 November, 3.00 pm, at the Town Council offices.

HORLEY TOWN COUNCIL



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The Review Officer (Reigate and Banstead)
Local Government Boundary Commission for England
14th floor, Millbank Tower
London SW1P 4QP

By Email: reviews@lgbce.org.uk

26 October 2018

Dear Sir / Madam

LGBCE Consultation: Reigate & Banstead Boundary Review – Final Recommendations

We refer to the Reigate & Banstead Boundary Review and the Final Recommendations, recently published by the Boundary Commission. The matter was further discussed at our Full Council meeting held on 16 October 2018.

With regard to the southern parishes, our members are satisfied with the outcomes for the Borough Wards with three members per ward. They are of the view that the Final Recommendations do, for the most part, reflect our earlier comments since Horley Town Council will remain coterminous with the Borough and the objectives of achieving electoral equality whilst maintaining community identity have also been relatively met. The ward names outlined for both the Borough and Town Wards are also supported by our members.

However, with regard to the five-way split of the Horley Town Wards, our members are very dissatisfied with these outcomes, especially as our concerns had already been raised about the disproportionate number of Councillors in some of these wards, following the Commission's proposals put forward during the consultation period. The recommendations appear to contravene the Commission's own guidelines in respect of the appropriate ratio of members per ward, particularly a one member ward. Furthermore, the original guidance notes did not mention that our wards could not cross County Council division boundaries nor was this mentioned in the Commission's initial Draft Recommendations Report.

We consider it to be of fundamental importance for our electorate to have small localised wards with access to local Councillors who are known to them. We are also concerned about the impact on residents of the new one member ward, 'Horley Upper North', should for instance, their elected Town Councillor become indisposed during a term of office and be unable to fulfil his/her duties.

We understand that a draft Order with the Final Recommendations will shortly be presented to Parliament, for approval in early January and implementation before the May 2019 elections. In the meantime, we strongly wish to make our views known, as detailed above, and express our disappointment with regard to the disproportionate number of Horley Town Councillors within their respective wards.

We await your response.

Yours faithfully

A handwritten signature in blue ink that reads 'David Powell'.

Council Chairman & Town Mayor
Horley Town Council

cc (By Email): Sam Gyimah MP
Reigate & Banstead Borough Councillors (Horley)
The Rt Hon James Brokenshire MP, Secretary of State for Housing, Communities and Local Government

HORLEY TOWN COUNCIL

CAFÉ/PAVILION IN HORLEY RECREATION GROUND

BRIEFING PAPER

Update to Full Council

16.10.18

HORLEY TOWN COUNCIL: CAFÉ/PAVILION PROJECT

1 INTRODUCTION

1.1 BACKGROUND

The Horley Recreation Ground is owned and managed by the Town Council. A popular and well used public recreation ground of approximately 6.6 acres and bordered by the A23 Brighton Road and Vicarage Lane, it comprises the Horley War Memorial, Memorial Gardens, Ornamental Gardens, children's playground, a skate park, multi-purpose games area, teenage shelter, items of fitness equipment and a car park. There is also a bowling green, which is maintained by Horley Bowling Club. Vehicular access is via the Brighton Road into the car park. Horley Parish Council purchased the freehold of this prime site on the Brighton Road in 1924. It paid for the construction of the bowling green in 1964, for three hard tennis courts in 1974, the children's playground in 1987, the Ornamental Gardens in 1988 the original skate park in 2002 (replaced in 2017) and a multi-use games area in 2006. Apart from free tennis and other facilities described, there is a large grassed area where children can play and adults relax or walk their dogs, as well as being the site for major community events throughout the year, including funfairs, circus visits, Donkey Derby and the Horley Carnival.

Discussions have been ongoing for several years within the Town Council and users of the Horley Recreation Ground regarding the lack of provision of toilet facilities. The Town Council included the project in its 5-year Forward Plan. The provision of a café would enable toilets to be maintained and operated within this facility.

A working group was formed to consider in more detail all aspects of the project. Its terms of reference are:

- To review and consider all members' and residents' representations to date
- To consider all options including the design of a refreshments area and its final location
- To consider the potential financial implication

2 NEED FOR THE PROJECT

2.1 Requirement

The addition of a café would have the aim of bringing new vitality to the park. Those people wanting to use the facilities mainly comprise parents and toddlers who use the nearby children's playground, as well as dog walkers and other adult users. The usage of the café will clearly fluctuate according to the seasons but it will add a much needed facility in what has become a very busy recreation park.

In terms of the park's capacity to accommodate a café facility (potentially with toilets, baby changing facilities etc), the only existing electricity, mains and foul water supplies within the park, are at the bowls club. Preliminary investigations indicate that new services will be required.

2.2 Survey

In 2016 an online survey was conducted. The results of the survey indicated that of 558 respondents:

- 342 were in the 25-44 age group
- 491 with children
- Most use the park all year round
- Large majority visit the play area
- Nearly all would use both Café and Toilets
- 74% would like to see more events in the Park

2.2 AIMS AND OBJECTIVES

Following the survey Horley Town Council revised its original brief as follows:

- Position next to Car Park to maximise year round sales, plus easier provision of essential services.
- A café accessible to all
- Open throughout year, 9.00am – 5.00pm
- Provide simple fare such as sandwiches, baked potatoes, sausage rolls, pastries and ice creams, with hot and cold beverages.
- Accessible toilets with baby-changing facilities.
- Outside seating areas for café-users, dog walkers and playground users.
- Simple Pavilion with inside/outside eating area and toilets
- Brick and Tile construction with shutters
- Extend Car Park to provide parking for additional visitors

It was further stated that the café should accommodate 20 inside covers (max), as well as areas of outdoor seating. The building itself would house two unisex/disabled toilets and a baby changing facility, all accessible only whilst the café is open.

3 DEMAND

The demand for such a project is currently unknown with no historic consumer statistics. However previous publicity in the Surrey Mirror and Facebook etc in 2015 attracted much support.

4 CATCHMENT AREA

The users of the café are expected to be:

Parents & toddlers using playground
Park users
Dog walkers
Taxi drivers
Passing traffic
Local residents
Teenagers using the skate park and MUGA

5 CAR PARKING

The car park was extended several years ago to allow approximately twenty five spaces inc 2 disabled parking bays. Planning permission has been granted to extend the car park by an additional 12 spaces making 40 spaces in total.

6. OPTIONS FOR CONSIDERATION

The following options require approval of Full Council:

- i. **Temporary/mobile unit:** During the early engagement phase (advertised nationally on Contracts Finder), and also later on 2018, the council was approached by operators who were prepared to build off site and place a temporary timber & steel structure on the park at their own expense. This would relieve the council from having to raise most of the capital costs, however the town council would be required to install all services (electrical, water and drainage) and allow a 10 year lease to the tenant.
- ii. **HTC build the café as owners.** Planning permission was granted in December 2017 which would allow tenders to be made based on the council's overall design and structure. This option requires the café to be built fully funded by the town council. An operator would have to be appointed, most likely by way of a concessionaire agreement.

Option 6 (ii) above is the favoured option of the council and it was resolved at the Annual Council Meeting on 15 May 2018 ***“that only a permanent structure belonging to Horley Town Council be considered for a café in Horley Recreation Ground.”***

The following options had previously been considered and have been discarded

Do nothing – make no improvements to the park. This would save a need to raise any funding which could alternatively be allocated to other parts of Horley Town Council's estate. However, this would be unpopular with local residents who would lose out on such a significant improvement to the park. HTC would also lose out on the ability to raise other funding from potential grant providers.

Install public toilets only in the park. This has been previously evaluated. Costs are likely to be around £40k. The main issue would be the maintenance of the toilets whereas if the Council were to provide a café, it would be a requirement that the café management factor in the cost of maintaining toilets within their own scheme.

Seek private investment in the café development. A ground lease could be offered for the development of a café in the park. A developer/operator would fund and build the café by way of a long term lease on the land. This would offer a significant saving in capital costs; however there is a risk that the Town Council could lose control over the design and operation of the café unless explicit conditions were agreed.

7 CAFÉ SERVICE REQUIREMENTS OF THE SERVICE PROVIDER

By way of a concessionaire agreement, a service provider will be responsible for the cleaning of the entire building, including public toilets, offices and for the removal of litter in the curtilage of the building where extra café tables and chairs are located. Toilets shall be fully cleaned at least once per day and inspected, and spot cleaned on an hourly basis. Several parties have expressed interest by way of Contacts Finder notices.

8 FINANCIAL CONSIDERATIONS

CAPITAL COSTS

A cost analysis was commissioned by the Council in August 2018. The working party met with Copeland Yussuf to review the report.

Copeland Yussuf has estimated a total cost of £560,310 including toilets, extended car park and additional footpath. In addition, architects and professional fees are estimated to be in the region of £24,000 (refer para 6).

By reference to the pre-tender cost plan a summary is as follows:

Building, infrastructure	384,386
Car park	159,125
Footpath	<u>16,800</u>
	560,311

The above sum does not include VAT at 20%. Subject to confirmation with HMRC, it is anticipated that VAT will not be payable on the car park and footpath.

To fund a building costing a minimum of 500k would require the raising of capital via various sources:

- Precept
- Grant funding
- Reserves
- PWLB Loan

5.2 PRECEPT

The Town Council has an earmarked reserve fund of £115,000 towards this project. The Council, at its discretion, may wish to commit further funds toward the project in forthcoming budget setting rounds.

5.3 GRANTS FUNDING

Grants funding such as:

National Lottery	Inspired Facilities
Surrey County Council	Community Improvement Plan (suspended 2018/19)
£106 or other contribution	RBBC

To date approaches to the National Lottery and SCC have been unsuccessful.

5.4 PUBLIC WORKS LOAN BOARD

PWLB lends monies to local authorities at wholesale market rates. Apart from using existing earmarked funds a PWLB loan appears our only avenue. A loan for the Innes Pavilion roof will be fully repaid in November 2018. However we have a loan outstanding for the Albert Rooms extension of £230k. An application for a PWLB loan of up to £500k can be considered. Examples of repayment schedules are below (*interest rates as at 9.10.18*):

Principal	Rate	Term	Annual repayment
500,000	2.73%	20 yrs	32,600
500,000	2.92%	25 yrs	27,800
400,000	2.77%	20 yrs	25,600
400,000	2.92%	25 yrs	22,300

6. AGREE NEXT STEPS

In order for the Council to proceed to the next phases of the preparation and issuing of tenders and all associated task leading up to the completion of the project, it will be necessary to appoint a Chartered Surveyor. Copeland Yusuf has offered the following services:

1. Production of detailed specification/employer's requirements (already issued);
2. Preparation and issuing of tenders;
3. Tender analysis including production of tender report;
4. Chairing pre-contract meeting and production of minutes;
5. Quality control site visits including snagging/de-snagging etc.;
6. Contract administration including undertaking valuations, issuing of certificates etc.;
7. Post practical completion administration.

Noting the estimated contract sum of circa £560,000, for 'Employer's Agent' services a fee of 5.5% (previously agreed at 7.5%) of the Final Account Figure, excluding reasonable disbursements (JCT Contract for example) is proposed by Copeland Yusuf. The fee will be capped at £24,000 ex VAT.

9.10.18