

HORLEY TOWN COUNCIL
Leisure & Amenities Committee

Minutes of a meeting of the above-named Committee held at the Albert Rooms,
Albert Road, Horley on Tuesday 5 November 2019 at 7.30 pm.

Present Councillors Simon Marshall - Chairman
 Jante Baird
 Pamela Chandler
 Mike George
 Jerry Hudson
 Ganesh Kumar
 Robert Marr
 Samantha Marshall
 David Powell
 Fiona Stimpson

In Attendance C Fenton (Head of Leisure & Deputy Clerk)
 J Walsh (Town Clerk)
 Cllr Martin Saunders

L 4779 Apologies and Reasons for Absence

An apology was received from Cllr Helen Kitajewski (Cllr Robinson was absent.)

RESOLVED: noted.

L 4780 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: noted.

Public Forum

L 4781 No members of the public were present.

RESOLVED: noted.

L 4782 Approval of Minutes
Leisure and Amenities Committee, 17 September 2019

RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be approved.

L 4783 Scooter & Skateboarding Workshops at Horley Recreation Ground

It was noted that the recent Workshops run by RBBC had not been as well attended as had been hoped.

RESOLVED: noted.

L 4784 Outside Bodies - Horley RBL Committee Meetings

Members were updated on recent meetings, which had been attended by either Cllr Powell or Cllr Samantha Marshall. It was noted that the Horley RBL had hired a PA System from Kent PA Hire (the same company used by the Horley Lions) which would be set up for the Sunday Remembrance Service. Cllr Powell added that he had been working with his gardener to cut the grass around the War Graves and wash the headstones. Poppy Crosses would be laid on the Graves this week. The Horley RBL had started a "Remember a Hero" Campaign, seeking information about those local soldiers, who had been killed in action in more recent conflicts, the soldiers' names to be recorded on some form of new Memorial in the Memorial Gardens. It was noted that future Horley RBL Committee Meetings were to be held on a Wednesday.

RESOLVED: noted.

L 4785 Outside Bodies – Gatwick Greenspace Partnership (GGP) Steering Group

Cllr George updated members on the recent meeting of the GGP Steering Group, where there had been discussion about future funding requirements, as well as updates on recent activities. Gatwick Airport Ltd remained the largest fund provider.

RESOLVED: noted.

Horley Churchyards

L 4786 Members were updated on the recent meeting of the Churchyards Committee, notes of which are appended. Clarification was being sought regarding the extent of RBBC responsibilities in the Old Closed Churchyard, for example responsibility for the boundary wall and tree works. A meeting had more recently been held at the Old Churchyard with the RBBC Tree Officer, who had agreed to cut back and monitor a failing 200-year old Yew Tree, as well as arranging to have a tree survey carried out in April 2020.

RESOLVED: noted.

L 4787 It was noted that, following the recent tour of the Churchyards, the Revd Canon Les Wells had produced booklets, detailing the War Graves in both

L 4787) the Old and the New Churchyards, copies had been circulated to members.

RESOLVED: noted.

L 4788 Grounds Maintenance Update

Members were updated on the monthly meeting with the Burleys Area Manager, which had been held in October, notes of which are appended.

RESOLVED: noted.

L 4789 Members' Inspections of Recreation Grounds

It was noted that members' inspections of Yattendon Road Recreation Ground were still outstanding.

RESOLVED: noted.

L 4790 Playgrounds and Grounds Inspections and Repairs

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

RESOLVED: noted.

L 4791 Youth Services in Horley

It was noted that YMCA representatives were keen to visit the Town Council to outline their plans for the Horley Family Centre in the Old Fire Station. (Briefing was subsequently arranged to take place on 14 January, prior to the Planning meeting.)

RESOLVED: noted.

Funfair, Horley Recreation Ground

L 4792 The Head of Leisure advised that, following inclement weather during the recent funfair visit some reinstatement works would be required to areas of the field. Burleys had provided a quotation of £465 for the reinstatement works and a further £225 to spike all the lawn areas. It was noted that the Town Council was currently holding a deposit of £500 from Beach's Funfair, which would be used for the reinstatement costs if a separate payment was not forthcoming.

RESOLVED: that the quotation from Burleys to reinstate areas at Horley Rec for the sum of £465 plus VAT and spike all lawn areas for £225 plus VAT be approved.

L 4793 The Head of Leisure told members that a local resident had been in contact with the Town Council, expressing their concerns that they had been unable to safely pass through the park, due to funfair vehicles being parked on the footpaths prior to their departure. The resident had been forced to walk along the exceedingly muddy grassed areas alongside the footpaths.

RESOLVED: that Beach's Funfair be instructed that they are not to block public rights of way during any future visits to Horley Recreation Ground.

L 4794 Refurbishment of Tennis Courts, Horley Recreation Ground

The Head of Leisure explained that she had been in contact with the Sports & Wellbeing Officer at Crawley Borough Council and had been given the details of the company which had recently re-surfaced some tennis courts in Crawley, as well as details of two other companies which Crawley had approached at the time. Of these three companies, one had declined to quote for the Horley courts, however the Head of Leisure and the Committee Chairman had site meetings planned for the following week with the two remaining companies plus two further companies. The project would also be placed on the Contracts Finder website, with a view to making a final decision at the January Leisure meeting.

RESOLVED: noted.

L 4795 Proposals for Community Service (LTA "Tennis for Free" Initiative)

The Head of Leisure advised that she and the Committee Vice-Chairman would be meeting with the LTA Participation Partner in two weeks-time to discuss how the courts at Horley Rec might be used for this initiative.

RESOLVED: noted.

L 4796 Bonfire & Fireworks Display, 2 November 2019

Members reviewed the recent Horley Lions event. It was noted that, due to inclement weather, a lot less money had been raised for their charities this year. The Head of Leisure advised that the Horley Lions had fenced off large areas of the field, to prevent spectators walking and standing on the waterlogged ground. It was noted that some members of the public had had difficulty finding information on the day, as to whether or not the event was going ahead. It was agreed to make the Horley Lions aware of this.

RESOLVED: noted.

L 4797 Damaged Gate Pillar, Horley Recreation Ground

Members were shown photos of recent serious damage to one of the gate

L 4797) pillars in the park, believed to have been caused by large vehicle(s) unknown, when accessing or leaving the park. The pillar required replacing and the Clerk added that this would form an insurance claim. Members discussed the best course of action, noting that it would be most expensive to re-build the pillar with the existing bricks. It was suggested that both pillars might be replaced with ones made of steel, however Cllr George pointed out that this would require replacement wider gates as well and, whilst a wider entrance to the park would be very beneficial for larger vehicles, there was currently no budget available for such works. After further discussion the following was resolved:

RESOLVED:

- i) that quotations be sought to re-build the pillar with new bricks.*
- ii) that, longer term the gates and pillars be replaced as part of the railings refurbishment project.*

L 4798 Repairs to Lamp Posts

The Head of Leisure explained that the electrician, whilst carrying out repairs to the lamp posts, had discovered that some had been left in a dangerous condition, as a result of actions taken by those attempting to use the power adaptors on the lamp post. The advice of the electrician had been heeded and the power adaptors had now been removed from all the lamp posts. The electrician had reminded the Town Council that the replacement of these lamp posts should be undertaken at the earliest opportunity.

RESOLVED: noted.

L 4799 Café in the Park, Horley Recreation Ground

The Clerk advised that the structure was now complete and the internal carpentry was being undertaken. This would be followed by the installation of the doors and windows, then the car park extension. Completion and handover was anticipated to be at the end of December. Any issues regarding the newly installed footpath, in particular the raised kerb along the edges, would be raised with the contractor Newlyns. Newlyns would also be reminded that their contractors' vehicles should be parked within their compound, rather than in car park spaces. A site meeting with the Café operator was planned later in the week.

RESOLVED: noted.

L 4800 Emergency Tree Works, Court Lodge Fields - Update

The Head of Leisure advised that the owner of the land where the ash tree was sited had now recompensed the Town Council for the emergency work

L 4800) undertaken.

RESOLVED: noted.

L 4801 Further Tree Works, Court Lodge Fields

The Head of Leisure told members that a tree adjacent to the River Mole, had started to lean further towards the river, exposing its roots. Heatherlands Tree Care had subsequently advised that the tree be felled.

RESOLVED: that the quotation from Heatherlands Tree Care to section fell the oak tree to ground level, for the total sum of £900 plus VAT be approved.

L 4802 Damage to CCTV Cameras, Innes Pavilion

Members were advised that, following recent late-night anti-social activity, two CCTV cameras had been damaged beyond repair after youths had climbed onto the Pavilion roof. Surrey Police were not pursuing the case as the CCTV footage was not clear enough. They had suggested making contact with the local Neighbourhood Team to make them aware of the activity. Members also discussed deterrents, which might be put in place, to make such activity more difficult in the future. (A site meeting was subsequently arranged with the Crime Reduction Officer.)

RESOLVED: noted.

L 4803 Repairs to the Service Road at Langshott Allotments

It was noted that the work to fill the holes in the service road with MOT Roadstone had now been completed by Bennetts, however additional bags of roadstone had been needed to finish the work. Further work may be required early next year once the area had properly dried out. Members were also reminded that longer term the roadway would need to be properly re-surfaced.

RESOLVED: that the revised price of £1080 plus VAT be approved.

L 4804 Replacement Lock and Keys, Langshott Allotments

Members were advised that the lock on the gates had been replaced as a matter of urgency, as there was a danger of people becoming locked in the site! New keys had also been required.

RESOLVED: that payment of £792.49 plus VAT to Bennetts for the work carried out be approved.

L 4805 Replacement Gates at Church Road Allotments

The Head of Leisure advised that the gates had now been replaced.

RESOLVED: noted.

L 4806 Skips at Allotment Sites

Members were advised that two skips had recently been hired at each allotment site for the total sum of £900 plus VAT for the four skips. It was noted that the skips had been hired at a community rate from Britaniacrest Recycling. Members suggested that in future years, allotment holders be made aware that the cost of a second skip was likely to be reflected in future allotment charges.

RESOLVED: noted.

L 4807 Memorial Bench at Church Road Allotments

RESOLVED: that the request from a local resident to place a memorial bench at the Church Road Allotment site be approved.

Charges for Hire of Allotments

RESOLVED: that charges be approved as follows:

Church Road Allotments – annual charge of £53 per plot (previously £50)

Langshott Allotments – annual charge of £48 per plot (previously £45)

(Full details are appended.)

L 4808 Horley Open Spaces Advisory Committee (HOSAC)

Members were updated on the meeting held earlier, which had included discussion about the Surrey County Council Tree Planting Initiative. The lack of attendance of RBBC officers at the HOSAC meetings had been noted. Cllr George added that there had been some discussion about the lack of clearance of rubbish and other larger items from the Riverside Wood area, which was adjacent to Riverside Walk. This was all very visible since the vegetation had died back. It was noted that RBBC Neighbourhood Services had agreed to be responsible for this area some time ago. Cllr George said that he planned to raise the matter with Borough Cllrs, with a view to it being discussed further at the next HTC/RBBC Liaison Committee meeting. The Head of Leisure added that the next meeting of the HOSAC Committee would be on 11 February 2020.

RESOLVED: noted.

L 4809 Horley Conservation Group (HCG)

It was noted that the Committee Chairman had attended the Autumn HCG meeting at Trinity Oaks School. Members were updated on recent and upcoming activities.

RESOLVED: noted.

L 4810 Environment Working Group

Members reviewed the presentation by Cllr Saunders of the Environment Working Group, which had taken place immediately prior to the meeting. Suggestions made had included the re-introduction of the Horley Environment Week in 2020, requesting RBBC to introduce more charging points for electric cars and encouraging supermarkets to reduce packaging by having refill points for items such as cereals, soap powder etc. Cllr Powell added that the presentation was a good starting off point for the Group and invited members to feed in further ideas for consideration by the Group in the future.

RESOLVED: noted.

L 4811 Request to Support National Community Energy Campaign

RESOLVED: that the information received be considered in further detail by the Environment Working Group.

Horley in Bloom (HIB) 2019

L 4812 It was noted that the recent HIB Awards Ceremony had been very well received, although possibly slightly less well attended than in some years.

RESOLVED: noted.

L 4813 The Head of Leisure told members that, at the recent Britain in Bloom Awards, Royal Tunbridge Wells had achieved a Gold Award in the Large Town category and Farnham had been awarded Gold & Category winner in the Town Centre category.

RESOLVED: noted.

L 4814 Summer Planting 2020

It was noted that County Cllr Kay Hammond had invited an application to her Members' Community Allocation Funding for the provision of flower planters in Court Lodge & Horley Row.

L 4814) *RESOLVED: noted.*

L 4815 Town Centre Precinct Refurbishment

Members were updated on the recent development. The street furniture and notice board had now arrived, although the delivery of the large permanent planters was still outstanding. Cllr George said that there was ongoing discussion regarding the future ownership of any wayfinding signage, for which it was hoped funds would be released once a business case had been approved, as this would have cost implications regarding ongoing maintenance etc.

RESOLVED: noted.

L 4816 Cllr Hudson, along with other members expressed their strong objection to recent reinstatement work carried out in the Precinct, following emergency works by a utilities company, as the area in question had simply been concreted over, rather than having the correct paving reinstated. Discussion was ongoing with the RBBC Head of Place Delivery.

RESOLVED: noted.

L 4817 The Clerk told members that discussion was also ongoing regarding responsibility for a meter, which was required by Skanska to be installed in the new electrics box in the Precinct. The box housed sockets to power the town centre Christmas Tree and PA systems at community events. A suggestion had been made that the Town Council assume responsibility for the meter.

RESOLVED: noted.

L 4818 Horley Saturday Market

There were no updates.

RESOLVED: noted.

L 4819 Horley Carnival 2020 (“Sport Through the Ages”)

Members were updated on recent meetings of the Carnival Committee. Cllr George added that arena events planned for 2020 included a Tug of War competition and a Space Wheel show. There would be no actual programme, instead information about the event would be handed out on the day.

RESOLVED: noted.

L 4820 Diary Dates

RESOLVED: that forthcoming events be noted, in particular this week's Remembrance Services and Town Centre Carol Service & Hospitality on 14 December (donations from members of £10 or more still being sought!)

L 4821 Town Council Budgets & Precept 2020/2021

RECOMMEND: that the following be recommended for consideration by the Finance & General Purposes Committee:

New Grounds & Repairs Earmarked Fund of £25,000

£15,000 to be added to the Playgrounds Earmarked Fund.

Budget for CCTV Installation to be increased by £1,000 to £12,000

Budget for Parks Furniture to be increased by £1,000 to £5,000

Budget for Maintenance & Repair of Langshott Allotments to be £2,500

Meeting closed at 9.30 pm

Date of next meeting – 7 January 2020

Minutes of the Churchyard Committee Meeting 02/10/19

Present: Rev Les Wells (Chair) Sue Middleton (sec), Thiru Jesudason, Roy Page,
Michael Gardner, Richard Moore.

Michael George (Cllr) Carol Fenton (Deputy Town Clerk), Simon Marshall (Cllr)

Apologies: Roger Kidd, David Powell, Michael Hill

- 1) **Prayer** – The meeting opened with a word of prayer by Rev Les Wells
- 2) **Davinder Kajla** Burleys new manager was welcomed. He confirmed that the grass & hedge maintenance was going according to the schedule previously agreed with Tom Hughes. Burleys were thanked for their excellent work
Davinder, also confirmed, that the management were happy with the proposed, contract for year beginning April 2020 to be at current price +RPI.
Michael Hill of RBBC had given his apologies, but had emailed that 4 cuts of the grass over the graves as previously agreed to was being done, as follows
25/03/19,
10/06/19
07/08/19

Last cut for the year at end of October.

That the Ash saplings growing in the graves would be dealt with on their next visit. Carol Fenton, pointed out that perhaps they could time the cuts better. Also Michael Gardner stated that the promised fortnightly cuts of the front lawn & the verges were not always being done.

Action – Thiru to pass these messages to Michael Hill & also ask the RBBC tree officer to inspect the Yew that is dying to investigate if it may be diseased by Honey fungus as the neighbouring Limes had been.

- 3) **Minutes of the previous meeting** – Passed as correct
- 4) **Matters arising**
 - a) Thiru reported that the Lychgate roof was currently being repaired. The War Memorials Trust (WMT), required photographs while the work was in progress, the contractor, has kindly done these.
 - b) Children's area. – Michael Gardner reported he & Rev Les have agreed a suitable area for the burial & interment of ashes of children. Michael was putting shingle over the Ashes plot with help from the men's group.

Michael has been unable to get details of the grave digger who owns a motorised wheelbarrow, as he only worked on our site infrequently.

5) Car Parking

The work on the Six Bells is expected to go on till the first week of December. At present as men are working on site at the w/e , their car park is no longer available to the congregants. Instead people have had to park on the green in the New Churchyard

6) WWI & WWII records of War graves

Rev Les had taken pics of the graves & their locations. But he has forwarded them to David Powell to okay it, before making it available to the public.

7) ? diseased Yew in the Old Churchyard.

A quote has been obtained from Dave Ford Tree care - £350 + VAT = £420.00
But as they have not specified if it is diseased, it was advised it be inspected by the Tree officer of RBBC

Action – Thiru to forward this request to Michael Hill

8) Under any other business

- a) Mike George reported the Standby Runway at Gatwick is being considered for use. The points raised in the consultation , were it may have a bearing on the Longbridge roundabout, St Bart's Church – Grade I listed & also the Six Bells Pub also a listed building.
- b) Carol Fenton reported –The Town centre Carol concert on 14/12/19 would be on the same date, as the Town Christmas Fare. She reported after the meeting that the business sector were happy for it to be on the same day.

9) Date of next meeting – Wednesday 15 January 2020

**Notes of Monthly Grounds Maintenance Meeting with Burleys representatives, held on
Wednesday 9 October 2019 at 2.00 pm in the
Town Council Offices, 92 Albert Road, Horley**

Present:	Carol Fenton	HTC
	Cllr Simon Marshall	HTC
	Cllr Fiona Stimpson	HTC
	Davinder Kajla (Contract Manager) Burleys	

Horley Rec: Davinder agreed to provide the quotation for the Winter planting of the Memorial Gardens, for consideration at the Full Council meeting the following week. Fiona said that she had a Monkey Puzzle tree, which could possibly be planted in the Ornamental Gardens. She also offered to look after the Cannas, which were currently planted in the Memorial Gardens. Carol agreed to forward the Remembrance Programme to Davinder. Davinder gave assurance that the hedge in Chantry Close would be cut in due course (now done and residents very pleased!). Carol reminded Davinder about the bed in the Ornamental Gardens, which Burleys had agreed to plant up free of charge, as part of £500 worth of free plants being supplied. It was suggested that grasses and lavender may work well in the bed in question and Davinder agreed to provide a planting scheme. Davinder was also reminded about replacement plants required in the new Bee Bed, where there had been some failures over the Summer months. Parts of the playground would be re-seeded as required in late October. The area under the fitness equipment would continue to be weedkilled and strimmed. It was noted that any holes which had been left after the recent Circus visit had now been filled in. The ground would also be checked once the funfair had left. Davinder was reminded that the Bonfire & Fireworks Display would be taking place on 2 November. (Carol subsequently met with Neil a few days later to review ongoing works in Horley Rec.)

Court Lodge Playing Fields: Work had been carried to a dangerous tree on the boundary of the park, on health & safety grounds, even though the tree was on private land. (The costs were subsequently re-paid by the landowner in question.) Hooks for the goal posts had been installed, but subsequently vanished! More would be ordered. Grass cutting would continue until the end of October / Mid-November.

Church Meadows: The long-grassed areas and wild flower areas had been cut down, the grass/flowers had been dropped and would be cleared in due course.

Emlyn Meadows: Due to be cut.

Michael Crescent Centenary Park: No issues to report.

Langshott Allotments: The rough hedge along the boundary with the railway line still due to be cut back and the area towards the rear of the site was to be flailed.

Church Road Allotments: Davinder to check whether the hedge along Church Road had been cut (both inside and outside).

Other Matters: Davinder suggested that the small bed at the junction of the High Street and Consort Way East could also be planted with grasses and lavender and agreed to provide a quotation for the work. Davinder to check whether Diana Walk had been tidied up.

Carol agreed to provide Davinder with a copy of the GM Contract between HTC and Burleys (subsequently done.)

Date of next meeting: Wednesday 13 November at 2.00 pm (subsequently changed to 20 November.)

HORLEY TOWN COUNCIL

CHARGES FOR HIRE OF ALLOTMENTS

2019 - 2020 2020 - 2021

ALLOTMENTS – CHURCH ROAD, HORLEY

(Renewal Date – 1st February)

Full Plot (125 sq m)	Charge per annum	£50.00	£53.00
Half Plot (62.5 sq m)	Charge per annum	£30.00	£32.00

LANGSHOTT ALLOTMENTS, HORLEY

(Renewal Date – 1st May)

Full Plot (62.5 sq m)	Charge per annum	£45.00	£48.00
-----------------------	------------------	---------------	---------------