

L 4979) *RESOLVED: that the relevant item be brought forward for earlier consideration at this meeting.*

L 4980 Café in the Park, Horley Recreation Ground

Cllr Hudson confirmed that RBBC Building Control had signed off the café building earlier in the day. Concerns were raised that water had entered the café building following recent heavy rain, possibly as a result of the external grids being blocked with debris. Checks were to be made that the pump was operating correctly and the situation would be monitored. A full project review was to be undertaken once all works were complete. The Head of Leisure advised that the café operator was currently bringing their mobile refreshments unit to the park several days a week and it was anticipated that the café itself would open in January.

RESOLVED: noted.

**L 4981 Approval of Minutes
Leisure and Amenities Committee, 22 September 2020**

RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be approved. (To be signed by the Committee Chairman in due course.)

L 4982 Dog Control Public Space Protection Orders in Reigate & Banstead

The Head of Leisure advised that the RBBC Orders had been renewed in their current form in October this year. Members were disappointed to learn that the Order for Michael Crescent Centenary had not been amended to cover just the playground. Cllr George added that some neighbouring District Authorities had introduced a fee for professional dog walkers to use their parks.

RESOLVED: noted.

L 4983 Community Tennis Coaching at Horley Rec Tennis Courts

The Head of Leisure advised that, whilst the coaching had currently been suspended in line with the latest Government Restrictions, there were plans to introduce the LTA Club Spark booking system for the sessions in the New Year.

RESOLVED: noted.

L 4984 Outside Bodies - Horley RBL Committee Meetings

It was noted that notes of recent Committee Meetings had been circulated

L 4984) to members

RESOLVED: noted.

Remembrance Services 2020

L 4985 Cllr Powell updated members on this year's Commemorations. The Re-dedication of the Memorial Gardens had taken place as usual, albeit with reduced numbers attending. A private service had taken place on Remembrance Sunday in the grounds of St Bart's Church, again with limited numbers present. The Two Minutes Silence had taken place in the Pedestrian Precinct on 11 November, this had been a carefully managed event with everyone socially distanced as required. Cllr Baker added that some people gathered informally at the War Memorial on the Sunday, all groups were socially distanced. Members agreed that, despite Remembrance Commemorations needing to be different this year, they had been equally meaningful.

RESOLVED: noted.

L 4986 It was noted that a local supporter of the Horley RBL had raised over £3,000 for the Poppy Appeal by selling "Remembering Local Veterans' wreaths to local residents to hang on their front doors. Each wreath had details of a local veteran who had given their life during WW1.

RESOLVED: noted.

L 4987 Future Remembrance Parades in Horley

The Head of Leisure reminded members that a recent Royal British Legion directive had said that, whilst Royal British Legion branches could still organise Remembrance Services, any parades and road closures were required to be the responsibility of a "Civic Authority". The HTC Responsible Financial Officer had subsequently been advised by the HTC Insurance Broker that it would not be possible for the Town Council to provide public liability cover for the RBL Parade as our insurance policy "would not defend the liabilities or activities of a third party, where the Council owes no duty of care".

RESOLVED: that these updates be provided when this matter is discussed at the HTC/RBBC Liaison Meeting on 1 December.

Horley Churchyards

L 4988 The Head of Leisure advised that a virtual meeting of the Churchyards Committee had taken place the previous week, minutes of which are appended.

L 4988) *RESOLVED: noted.*

Grounds Maintenance Update

L 4989 The Head of Leisure said that there were no issues to report regarding the Grounds Maintenance Contract with idverde.

RESOLVED: noted.

L 4990 ***RESOLVED: that the purchase of two covered litter bins from Earth Anchors Ltd, in the sum of £976 plus VAT be ratified (replacing two damaged bins, one by the skate park and one at Court Lodge Fields).***

Playgrounds and Grounds Inspections and Repairs

L 4991 ***RESOLVED: that receipt be noted of routine inspection reports from Bennetts.***

L 4992 The Head of Leisure reported that Bennetts had recently carried out minor repairs to the concrete table tennis table at Horley Rec (cleaning, filling & line painting), which had been very well received by local residents who had started to play there regularly during lockdown.

RESOLVED: noted.

L 4993 Members reviewed the deep cleansing of all parks equipment, being carried out by Bennetts on a daily basis as a result of the current Pandemic. The Head of Leisure told members that Bennetts had advised that the cleaning should continue until at least the end of the Christmas school holidays, however this should be subject to prevailing weather conditions on the day.

RESOLVED: that the deep cleansing of parks equipment continue, subject to weather conditions and be reviewed at the January meeting of the Leisure Committee.

L 4994 **Closure of Parks Equipment, Horley Recreation Ground**

The Head of Leisure advised that, in line with recent UK Government Coronavirus Restrictions, the tennis courts had been padlocked shut and closure notices displayed on the skate park, fitness equipment and MUGA. Bennetts were replacing the closure signs as needed, to ensure compliance with the current restrictions. (Equipment re-opened in line with updated Government Regulations on 2 December.)

RESOLVED: noted.

L 4995 Car Park, Horley Recreation Ground

Cllr Stimpson raised concerns that it was more difficult to access the grassed areas of Horley Recreation Ground, since new sleepers had been installed after the car park was recently extended. It was subsequently ascertained that there was a second disabled friendly access into the park from the car park, close to the entrance to the new café.

RESOLVED: noted.

L 4996 Football at Court Lodge Fields

All football was currently suspended, in line with current UK Government restrictions. (Football re-commenced on 5 December.)

RESOLVED: noted.

Horley Allotments

L 4997 **RESOLVED: that payment of £620 plus VAT for skips recently provided by Britaniacrest at the Church Road and Langshott Allotment sites be ratified.**

L 4998 **RESOLVED: that the quotation from Bennetts Builders to carry out routine repairs to the service road at the Langshott Allotments, in the sum of £650 plus VAT be approved.**

(Members noted that, longer term the re-surfacing of the service road would be a more cost-effective solution, subject to funding being available.)

L 4999 The Head of Leisure reported that the RBBC Greenspaces had responded to the Request for Pre-Application Advice regarding The Westvale Park Allotments. The HTC Head of Leisure had added further comments, all of which had been submitted to the Horley North West Consortium.

RESOLVED: that the comments regarding the Westvale Park Allotments be noted, a copy of which is appended.

L 5000 Members considered the possible provision of raised allotment plots for wheelchair users. Cllr Baker advised that, whilst it would clearly be beneficial to provide such a facility, the maintenance costs were likely to be quite high. The Head of Leisure added that there were several wheelchair users at the Langshott Allotment site, who had plots adjacent to the service road near the front of the site and had built raised beds to suit their own particular needs.

- L 5000) **RESOLVED:** *that disabled residents be given priority access to the most easily accessible plots at Westvale Park in the first instance and longer term, consideration be given to the provision of raised beds, when HTC funds permitted.*

Tree Works in Horley

- L 5001 **RESOLVED:** *that the quotation from Heatherlands Tree Care to cut back trees on the boundary of the Church Road Allotments, in the sum of £550 plus VAT be approved.*

- L 5002 The Head of Leisure advised that County Tree Surgeons had recently carried out tree surveys at Horley Rec, Court Lodge and Langshott Allotments for the previously agreed sum of £1,200 plus VAT. She told members that, to date two quotations had been received for the works required to be completed within six months and a third quote was awaited.

RESOLVED: *that the quotations be considered at the Full Council Meeting on 15 December and a contractor be appointed to carry out the works.*

- L 5003 **RESOLVED:** *that the quotation from County Tree Surgeons to carry out a tree survey at Michael Crescent Centenary Park, in the sum of £150 plus VAT be ratified.*

- L 5004 **RESOLVED:** *that the quotation from Heatherlands Tree Care to carry out the work subsequently identified at Michael Crescent, in the sum of £200 plus VAT be approved.*

- L 5005 **Surrey County Council Tree Planting Initiative**

It was noted that the list of suggestions for tree planting from local residents, community groups and HTC members had now been submitted to the Trees Team at SCC. Thanks were recorded to Cllrs Powell and George for carrying out a number of site visits to check sightlines etc.

RESOLVED: *noted.*

Horley Conservation Group (HCG)

- L 5006 **RESOLVED:** *that receipt be noted of the latest update from the Group (a copy is appended.)*

- L 5007 **RESOLVED:** *that the Town Council send its congratulations to the RBBC Greenspaces Team for its recent South & South East in Bloom Awards, in particular the Silver Gilt Award for Tanyard Meadows.*

L 5008 Gatwick Greenspace Partnership (GGP)

Cllr George updated members on the recent virtual meeting of the GGP Members' Steering Group.

RESOLVED: that the Town Council's contribution to the Gatwick Greenspace Partnership for the year 2021-2022 be kept at the original budget figure for 2020-2021

L 5009 It was noted that the GGP Volunteer tasks for November had been paused as a result of the latest Government restrictions.

RESOLVED: noted.

L 5010 Horley in 2020 Photography Competition

The Head of Leisure advised that over 150 entries had been received. Two semi-professional photographers had been approached to judge the competition, one was a Borough Councillor, the other a former Town & Borough Councillor.

RESOLVED: noted.

L 5011 Christmas 2020

The Head of Leisure advised that Mitchells of Horley were due to collect the Town Centre Christmas Tree from Balcombe Sawmills at the end of November. The Churches of Horley were awaiting further guidance before deciding whether any form of Town Centre Carol Service may be able to go ahead this Christmas.

RESOLVED: noted.

Carnival - 19 June 2021

L 5012 Members were updated on the recent virtual meeting of the Carnival Committee. The Carnival would be self-financing as there would be no main sponsors in 2021. Superheroes was the agreed theme.

RESOLVED: noted.

L 5013 The Head of Leisure advised that, following a change in the HTC Insurer, the Carnival & Parade were no longer able to be covered as they were seen as third party Events.

L 5013) *RESOLVED: that the Carnival Committee seek Public Liability Insurance for its annual events and in the first instance the Town Council's Insurance Brokers be asked whether they could facilitate an appropriate policy for the Carnival Committee.*

L 5014 Precept 2021/2022

Members reviewed the HTC draft Precept for 2021-2022 and made a consideration of the Leisure Committee's requirements. They suggested that predicted income from events and football should be reduced, given current restrictions and reiterated, that whilst they understood that it would not be possible to increase the Earmarked Fund for Parks & Playgrounds, they had no wish to see this figure reduced. (After the meeting RBBC subsequently confirmed that they would continue to pay the Devolved sum of £1,700 for HTC maintenance of Church Meadows and provision of Precinct Floral Displays.)

RESOLVED: noted.

L 5015 Letters received

Following information received, members considered whether it might be possible to award some form of Certificate of Commendation to a young man carrying out exceptional amounts of litter picking in Horley on a purely voluntary basis.

RESOLVED: that further research be undertaken and the matter be considered at a future meeting.

Meeting closed at 9.15 pm.

Date of next meeting - 19 January 2021

Minutes of the Virtual Churchyard Committee Meeting 11/11/20

Present: Rev Les Wells (Chair) Sue Middleton (sec), Thiru Jesudason, Michael Gardner

Michael George (Cllr) Carol Fenton (Deputy Town Clerk)

Apologies: Roy Page, David Powell

Absent: Roger Kidd, Michael Hill (RBBC), James Bradley (Idverde)

1) Prayer – The meeting opened with Rev Les Wells reading Psalm 23. He also read out the words of the Act of Remembrance

“They shall not grow old as we that are left grow old. Age shall not weary them, nor the years condemn. At the going down of the sun & in the morning we shall remember them.

When you go home tell them of us & say for their tomorrow, we gave our today”

2) Matters of maintenance of the Churchyards

New Churchyard

Schedule for grass & hedge maintenance as previously agreed is being carried out satisfactorily. Several members of the public have complimented on the appearance of the churchyard.

The maintenance contract continues for the year beginning April 2021 at the current rate + CPI.

There is an outstanding item of a hedge needed cutting on Church Road, as Idverde could not contact Parish office.

Action – Carol Fenton to provide contact details for the Idverde team.

Tree Condition Survey –

The 5 yearly Survey is due in March 2021. It was last done by Ben Tidey. It was advised if we got a quote now we may approach Kay Hammond for a grant from the members allocation fund.

3) Old Churchyard –

The matters pertaining to the Old Churchyard raised in the Agenda could not be dealt with in the absence of a representative from the RBBC.

- a) Overdue Tree Survey promised for March 2020 by Nigel Ellis Tree Officer who had also said as the RBBC had responsibility for the trees he would get the team to deal with the Yew with some dead branches.
- b) Michael Gardner pointed out a very tall Fir in the Old Churchyard near the Pub posed a risk in the strong winds. That it needed the height reduced by 5 meters.
- c) The matter of Monument safety – was being dealt with by Alan Bixby but no reports received as to what is planned.

Cllr Michael George & Carol Fenton advised we contact Moray Williams Head of the

Department of Green spaces, and copy to Helen West.

Action – Carol Fenton to forward contact email addresses.

4) Minutes of the previous meeting & the report of the churchyard walk

Passed as correct

5) Matters arising –

The Oak facing the rear of the Church View Close was pollarded in September.

6) Update on remembrance Sunday

In the absence of David Powell, Rev Les reported a Quiet service took place in the Old Churchyard with about 13 -14 people attending.

There had also been a quiet ceremony at the memorial gardens on 4th November posted on face book page of the British Legion.

Today 11th November – A two minute silence was observed in the Town Centre.

David Powell led it. Rev Les said it was gratifying to see the number of people who came out to join in.

7) James Baker – of County care had reported that they would finish cleaning & painting the gates of the New Churchyard by the end of November.

8) Work done in the New churchyard by Volunteers

Michael Gardner reported that when he & the volunteers had cut back the Bramble, they had exposed 5 headstones.

Also a dead Hawthorn was being taken down & too the Holly growing on the graves. He also reported some new graves had sunk by as much as 18 inches. He wondered if it was because the graves were dug by a small digger & when refilled large clumps of earth left a lot of air holes & when the earth settled it resulted in the graves sinking.

Michael hopes to get some of the paths cleared of weeds with help from the men's group.

9) Redecoration of the gates of the Lychgate

The Painter has removed the gates to paint it under cover on 9th November. He had reported it would take a week.

10) Any other business

a) Rev suggested a simple rededication service after the refurbishment of the Lychgate may be in order perhaps around June 2021.

b) Les felt this may also generate some publicity for the spire & roof repair which was an expensive project

Michael George suggested there was a grant which may be available called the Legacy Project that we may approach Kay Hammond County Cllr, about this.

11) Date of next meeting – Wednesday 3rd March 2021

Pre application advice for allotments

Disabled access –

Raised beds are ideal for wheelchair users. It may be a good idea to put a hard surface to and around these so that wheelchair users can access them easily.

HTC – Something for us to consider. We have some wheelchair users at our Langshott site however they have built their own raised beds.

Parking –

The more parking spaces the better, as people tend to park around allotment sites causing obstruction if they can't park in the designated car park. In the winter this is bad for the ground and numerous times people have had to be towed out because they get stuck in wet muddy ground.

HTC – We have already said that we would want parking spaces in favour of any "shared community area", which might otherwise become a "dumping ground", as happened at the Langshott site. The Westvale Park allotments do not have easy road access so parking may not be an issue here.

Boundaries –

The higher the fence the better, as this stops trespassers from getting in. Sites with low fencing and low gates are at higher risk of being broken into and tenants' plots being vandalised.

HTC- Fully agree, a steel fence would also be preferable.

Storage facilities –

A shared storage facility comes with the risk of theft from other plot holders. When tenants give their plot up, they may also just leave anything of theirs that is broken in there, therefore creating further issues of knowing what to remove and when, what things belong to who, and what works or doesn't. It may be a better idea to allow tenants to have their own individual sheds, the following is the official permission we give to plot holders –

'I confirm that permission is granted and that you can go ahead with the installation of a shed no larger than 6'x 4' in size. The shed will need to stand on concrete slabs bedded on a sand base and secured in position on wooden bearers. The shed is to be installed entirely at your own risk and the Council cannot be held liable for this shed or its contents. The shed together with the base is to be removed at the end of tenancy.'

(Although we allow people to leave the shed on the plot at the end of their tenancy if they wish, as new tenants are always happy to have one).

HTC- We have a shared storage container at Langshott, which is very popular so we would welcome the same at Westvale Park. We do permit small sheds, the wording in our Agreement is similar to RBBC.

Toilets –

We took the toilets out at all our sites out because the cost of maintaining/repairing them etc. outweighed the income we were receiving from allotments in general. Things to consider are the costs of cleaning and supplies, maintenance and repairs, regular testing, legionella monitoring, inspections, and health and safety legislation compliance.

HTC- We were disappointed that toilets could not be provided at the Southern Westvale Park site due to drainage issues, the toilets at our Langshott site are very well used and regularly cleaned and maintained by our Contractors. We look forward to toilets being provided at the Northern site.

Plot sizes –

250sqm and 125sqm are what we use for our standard sizes, but we do also have the odd random size (smallest one is 60sqm) to fit in with the shape of certain sites. Small plots are sometimes useful for first time allotment holders to start off on, but 125sqm and 250sqm are good sizes.

HTC- We set up the Langshott site with 62.5 sqm plots, however most people now have at least two. We aim to set up Westvale Park with 125 sqm plots, however we could consider some smaller raised plots for wheelchair users in due course.

Horley Conservation Group – Update November 2020

- All official volunteer activities within the group are supervised by staff from Sussex Wildlife Trust (SWT) in association with the Gatwick Greenspace Partnership (GGP)
- Staff at SWT have been furloughed for much of the year.
- The HCG contact and activity leader (Kevin Lerwill) returned to his job on October 1st and started to re-establish the group.
- Due to COVID 19 compliance measures volunteers needed to re-register with SWT before any further official tasks could be undertaken.
- Currently circa 10 people have re-registered. However, there is a now new lock down and it is unlikely that any 'official' tasks will be undertaken before the end of the year.
- During the summer months members of the HCG have carried out a number of tasks on the Burstow stream culling Himalayan Balsam as well as regular litter picks.
- Over the last few weeks members have worked individually on the community orchard at The Fieldings ensuring that it is in shape for the winter season.
- The group has also been working with RBBC on content for new information boards to be placed in Tanyard meadows. These new boards will compliment those already there and will concentrate on the biodiversity of the area.
- RBBC has been busy clearing the swales and cutting back adjacent vegetation across Tanyard Meadows in advance of wildlife hibernating.
- Tanyard Meadows won a Silver Gilt Award this year in the 'Southeast in Bloom' awards in the Country Park category.
- A new task list will hopefully be published next month (December 2020) with the tasks being undertaken in a COVID 19 compliant manner.

Bill Chaffe
HCG Secretary
11th November 2020