



# **HORLEY TOWN COUNCIL**

## **ANNUAL REPORT 2007 - 2008**

*Published 4 April 2008*

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## INTRODUCTION

This is the fifth Annual Report to be issued by Horley Town Council and we trust you will find it to be an insight into our business and activities over the past municipal year.

This report incorporates all the statutory committee reports made by the Town Council's Committee Chairmen, which are to be presented at the Annual Town Meeting on 25 April 2008. It also includes a variety of information and statistics. At the time of producing this annual report our accounts for 2007/08 are not yet available, but we have included financial information relating to the financial year 2006/07. It is anticipated that the unaudited accounts for 2007/08 will be available to the public for inspection from June 2008, and that the audited accounts will be available from September 2008.

A list of all the Town Councillors and their representation on outside bodies is included in the next few pages.

An electronic copy of this report is also available from our website, [www.horleysurrey-tc.gov.uk](http://www.horleysurrey-tc.gov.uk). Our web site will continue to be updated with regular news updates, council agenda and minutes together with a variety of community and business information.

Lastly, if you have any queries relating to the information contained in this document, please contact the council offices at 92 Albert Road, Horley RH6 7HZ (tel 01293 78476) or by e-mail to [alan.jones@horleysurrey-tc.gov.uk](mailto:alan.jones@horleysurrey-tc.gov.uk).



**Alan Jones**  
**Town Clerk**

14 April 2008

## TOWN COUNCILLORS

### Horley North

|                  |                                     |            |        |
|------------------|-------------------------------------|------------|--------|
| Paul Avis        | 25 Greenfields Road, Horley RH6 8HW | <b>CON</b> | 774357 |
| Simon Marshall*  | 12 Castle Drive, Horley RH6 9DB     | <b>CON</b> | 786859 |
| Valerie Marshall | 12 Castle Drive Horley, RH6 9DB     | <b>CON</b> | 786859 |
| Michael Miller   | 50 Haroldslea Drive, Horley RH6 9DU | <b>CON</b> | 784201 |

### Horley North Central

|                   |  |            |        |
|-------------------|--|------------|--------|
| David Powell      | 48 Fairfield Avenue, Horley, RH6 7PD     | <b>LAB</b> | 774695 |
| Veronica Snowball | 35 Meadowcroft Close, Horley, RH6 9EJ    | <b>CON</b> | 785172 |
| Fiona Stimpson    | Rosemead, 19 Church Road, Horley RH6 7EY | <b>CON</b> | 784965 |

### Horley North East

|                 |  |            |        |
|-----------------|--|------------|--------|
| Jack Chapman    | Forge Cottage, 43 Bonehurst Road, Horley RH6 8PJ | <b>CON</b> | 786165 |
| Richard Olliver | 2 Limes Avenue, Horley, RH6 9DH                  | <b>IND</b> | 786710 |

### Horley North West

|                     |                                     |             |                 |
|---------------------|-------------------------------------|-------------|-----------------|
| Denese Brooke-Harte | 47 Parkhurst Road, Horley RH6 8EU   | <b>UKIP</b> | 418090          |
| Mike George         | 31 Rutherwick Close, Horley RH6 8RD | <b>RA</b>   | 411655          |
| Sonia Odds          | 10 Cheyne Walk, Horley RH6 7PF      | <b>LAB</b>  | 784765          |
| Sarah Rogers        | 8 Palmer Close, Horley RH6 8LG      | <b>CON</b>  | 07969<br>105244 |

### Horley South Central

|                    |   |             |        |
|--------------------|---|-------------|--------|
| Richard Bethell ++ | 1 Hamilton Close, Horley, RH6 7HW               | <b>CON</b>  | 783195 |
| Janice Gall        | 24 Oakley House, Norfolk Close, Horley RH6 7DW  | <b>UKIP</b> | 825922 |
| Mo Goldsmith       | Council Offices, 92 Albert Road, Horley RH6 7HZ | <b>CON</b>  | 784765 |

### Horley South East

|                |   |            |        |
|----------------|---|------------|--------|
| Peter Chapman  | 161 Smallfield Road, Horley RH6 9LR             | <b>CON</b> | 783806 |
| Stephen Thomas | Council Offices, 92 Albert Road, Horley RH6 7HZ | <b>CON</b> | 784765 |

### Town Clerk

|            |   |  |        |
|------------|---|--|--------|
| Alan Jones | Council Offices, 92 Albert Road, Horley RH6 7HZ |  | 784765 |
|------------|---|--|--------|

\* Town Mayor and Chairman of the Town Council

++ Vice Chairman of the Town Council

**Key: Political Affiliation**  
**CON** Conservative  
**IND** Independent  
**LAB** Labour  
**RA** Residents' Association  
**UKIP** UK Independence Party

All the above members were elected at the Local Government elections held on 3 May 2007.

## POLITICAL BALANCE OF THE COUNCIL

### Full Council

|                        |           |     |
|------------------------|-----------|-----|
| Conservative Party     | 12        | 67% |
| Independent            | 1         | 6%  |
| Labour Party           | 2         | 11% |
| Residents Associations | 1         | 6%  |
| UK Independence Party  | 2         | 11% |
|                        | <u>18</u> |     |

### Committees

#### Finance & General Purposes Committee

|                       |           |     |
|-----------------------|-----------|-----|
| Conservative Party    | 10        | 77% |
| Labour Party          | 1         | 8%  |
| Residents Association | 1         | 8%  |
| UK Independence Party | 1         | 8%  |
|                       | <u>13</u> |     |

#### Leisure & Amenities Committee

|                       |           |     |
|-----------------------|-----------|-----|
| Conservative Party    | 9         | 69% |
| Independent           | 0         |     |
| Labour Party          | 2         | 15% |
| Residents Association | 1         | 8%  |
| UK Independence Party | 1         | 8%  |
|                       | <u>13</u> |     |

#### Planning & Development Committee

|                        |           |     |
|------------------------|-----------|-----|
| Conservative Party     | 7         | 64% |
| Independent            | 1         | 9%  |
| Labour Party           | 0         |     |
| Residents Associations | 1         | 9%  |
| UK Independence Party  | 2         | 18% |
|                        | <u>11</u> |     |

## Committee Membership - 2007/2008

CHAIRMAN OF THE COUNCIL: Cllr Simon Marshall  
VICE-CHAIRMAN OF THE COUNCIL: Cllr Richard Bethell

### Leisure & Amenities Committee

R Bethell  
J Chapman (**Chairman**)  
P Chapman  
Ms J Gall  
M George  
Ms M Goldsmith  
S Marshall  
Mrs V Marshall  
Ms S Odds  
D Powell  
Miss S Rogers (**Vice-Chairman**)  
Miss F Stimpson  
S Thomas

### Planning & Development Committee

P Avis (**Chairman**)  
R Bethell  
Mrs D Brooke-Harte  
J Chapman  
Ms J Gall  
M George (**Vice-Chairman**)  
S Marshall  
M Miller  
R Olliver  
Ms V Snowball  
Miss F Stimpson

### Finance & General Purposes Committee

P Avis  
R Bethell  
Mrs D Brooke-Harte  
J Chapman  
P Chapman  
Ms M Goldsmith  
S Marshall  
Mrs V Marshall  
M Miller (**Chairman**)  
R Olliver (**Vice-Chairman**)  
D Powell  
Miss S Rogers  
Ms V Snowball

## Sub-Committees 2007 - 2008

| <u>Sub-Committee</u>  | <u>Councillor(s)</u>  | <u>Reporting to:</u>   |
|---|---|------------------------|
| <b>Awards Sub-Committee</b>   | Janice Gall, Mo Goldsmith<br>Michael Miller,<br>Simon Marshall, Sonia Odds  | Full Council           |
| <b>Corporate Plan Sub-Committee</b>   | Paul Avis, Jack Chapman<br>Mike George, Michael Miller<br>Richard Olliver   | Full Council           |
| <b>Decisions Sub-Committee (Finance &amp; General Purposes)</b>                           | Chairman or Vice Chairman of Council plus<br>Chairman & Vice Chairman of Finance & General Purposes   | Full Council           |
| <b>Decisions Sub-Committee (Leisure &amp; Amenities) and (Planning &amp; Development)</b> | Chairman or Vice Chairman of Council plus<br>Chairman & Vice Chairman of Leisure & Amenities or<br>Chairman & Vice Chairman of Planning & Development | Full Council           |
| <b>Estate of Cyril Edmonds Sub-Committee</b>  | Denese Brooke-Harte<br>Jack Chapman<br>Mo Goldsmith<br>Simon Marshall<br>Michael Miller<br>David Powell   | Full Council           |
| <b>Local Strategic Partnership</b>  | Vice-Chairman of Council<br>(Substitute – Chairman)   | Full Council           |
| <b>Reigate &amp; Banstead Borough Council Liaison Committee</b>                           | Chairman F&GP<br>Paul Avis  | Full Council           |
| <b>Relocation Sub-Committee</b>   | Paul Avis, Jack Chapman<br>Mike George, Michael Miller<br>Valerie Marshall, David Powell<br>(other members welcome to attend)                         | Full Council           |
| <b>Staff Sub-Committee</b>  | Chairman & Vice Chairman of Council, Committee Chairmen<br>Mike George  | Full Council           |
| <b>Horley Master Plan Advisory Committee</b>  | All Town Councillors plus<br>members of other local<br>organisations, as appropriate  | Planning & Development |
| <b>Horley Master Plan &amp; Town Centre Task Group</b>                                    | Chairman P&D<br>Vice-Chairman P&D<br>Richard Olliver<br>Denese Brooke-Harte   | Planning & Development |

|   |  |                                  |
|---|--|----------------------------------|
| <b>Borough Standards Committee</b>                            | Richard Olliver  | Finance & General Purposes       |
| <b>Clean Neighbourhoods and Environment Act Sub-Committee</b> | Paul Avis,<br>Denese Brooke-Harte,<br>Mo Goldsmith,<br>Simon Marshall  | Finance & General Purposes       |
| <b>Editorial Sub-Committee (Newsletter &amp; Town Guide)</b>  | Mike George, Michael Miller,<br>Valerie Marshall, David Powell   | Finance & General Purposes       |
| <b>Quality Status Sub-Committee</b>                           | Denese Brooke-Harte,<br>Richard Bethell, Mike George,  | Finance & General Purposes       |
| <b>Risk Assessment Sub-Committee</b>                          | Peter Chapman<br>Mike George<br>Richard Olliver  | Finance & General Purposes       |
| <b>Standing Orders Sub-Committee</b>                          | Chairman of Council<br>Committee Chairmen<br>Richard Olliver   | Finance & General Purposes       |
| <b>Christmas Lights Advisory Committee</b>                    | Simon Marshall, Michael Miller,<br>Richard Olliver, Stephen<br>Thomas,<br>B Cllr Allen Kay   | Leisure & Amenities              |
| <b>Emlyn Meadows Advisory Committee</b>                       | Jack Chapman, Mike George,<br>Mo Goldsmith, Simon Marshall,<br>Valerie Marshall,<br>C Cllr Kay Hammond<br>Members of Public and<br>Local Organisations | Leisure & Amenities              |
| <b>Football Pitches Sub-Committee</b>                         | Jack Chapman, Sarah Rogers<br>and Assistant Clerk  | Leisure & Amenities              |
| <b>Horley in Bloom Advisory Committee</b>                     | Jack Chapman, Maureen<br>Goldsmith, Simon Marshall,<br>Valerie Marshall,<br>Fiona Stimpson   | Leisure & Amenities<br>Committee |
| <b>Ornamental Gardens Advisory Committee</b>                  | Richard Bethell,<br>Jack Chapman, Mike George,<br>Maureen Goldsmith,<br>Fiona Stimpson   | Leisure & Amenities<br>Committee |



## Outside Bodies 2007/2008

| <u>Outside Body</u>  | <u>Councillor(s)</u>   | <u>Reporting to:</u>       |
|--|--|----------------------------|
| <b>Area Passenger Transport Consultative Group</b>                       | Fiona Stimpson<br>(Substitute – Mike George)                             | Planning & Development     |
| <b>Campaign to Protect Rural England (CPRE – Reigate &amp; Banstead)</b> | Jack Chapman   | Planning & Development     |
| <b>Fastway Liaison Group</b>   | Paul Avis<br>Mike George   | Planning & Development     |
| <b>Gatwick Airport Consultative Committee (GATCOM)</b>                   | Richard Olliver<br>(Substitute – Denese Brooke-Harte)                    | Planning & Development     |
| <b>Horley Alliance</b>   | Council Chairman<br>P&D Chairman<br>P&D Vice-Chairman<br>F & GP Chairman | Planning & Development     |
| <b>Access Group</b>  | Mo Goldsmith   | Finance & General Purposes |
| <b>Citizens Advice Bureau</b>  | Paul Avis  | Finance & General Purposes |
| <b>Horley Learning Partnership Steering Group</b>                        | Mike George<br>David Powell  | Finance & General Purposes |
| <b>Horley Sports (Social) Club</b>                                       | Mike George<br>Michael Miller<br>(Substitutes as necessary)              | Finance & General Purposes |
| <b>Local History Management Committee</b>                                | Mo Goldsmith   | Finance & General Purposes |
| <b>Surrey County Association of Parish &amp; Town Councils</b>           | Peter Chapman<br>Richard Olliver   | Finance & General Purposes |
| <b>Churchyards Committee</b>   | Janice Gall<br>Mike George   | Leisure & Amenities        |
| <b>Gatwick Greenspace Partnership</b>                                    | Mike George<br>(Substitute – Denese Brooke-Harte)                        | Leisure & Amenities        |
| <b>Liaison with Church Road Allotment Holders</b>                        | Jack Chapman   | Leisure & Amenities        |

**Town Centre Management  
Group**

Denese Brooke-Harte  
Peter Chapman

Leisure & Amenities

**Youth Matters  
Representative**

Jack Chapman  
Sarah Rogers

Leisure & Amenities

## STATISTICS AND INFORMATION

The Town Council is administered as a first tier local government authority in an area whose County Authority responsibilities are maintained by Surrey County Council and whose District Council responsibilities are maintained by Reigate & Banstead Borough Council.

There are approximately 22,000 people residing within the boundary of this Council of which 16,225 are registered electors.

The Precept is collected on the Town Council's behalf by Reigate & Banstead Council. For the fiscal year 2008/09, it is set at £278,560. This equates to a sum of approximately £32.59 per band D household. The Precept for the previous fiscal year 2007/08 was set at £269,376.

The main responsibilities of the Town Council are:

- Horley Recreation Ground
- Albert Rooms lettings
- Allotments
- Children's Playgrounds
- Christmas Tree and Town Centre lights
- Court Lodge Recreation Ground
- Emlyn Meadows
- Football hire at Court Lodge Playing Fields
- Hanging Baskets
- Horley in Bloom
- Innes Pavilion
- Michael Crescent Centenary Park
- Planning and Development Consultation
- Tennis Courts
- Working in partnership with the Town Centre Management Group
- Town Guide
- War Memorial
- Website



**Allotments**

## **CHAIRMAN'S REPORT:**

### **THE MUNICIPAL YEAR 2007/08 UNDER REVIEW**

It was a huge honour to be elected Town Mayor and Chairman of the newly elected Horley Town Council. I have been a Town Councillor on this occasion since 2002. One of my proudest moments was when I collected the silver award for the best town centre in the South and South East in Bloom competition.

I have been very honoured to attend a number of functions in the area. It's very good to be able to support our local organisations so well. I have also had many meetings with other groups in the community, which has been very useful for the Council and the other groups as well.

Your local council has continued to provide a good service to the residents of the town through its committees – Leisure & Amenities, Planning & Development and Finance & General Purposes. I hope that the members of the public are pleased with the way our members get involved with the issues in the town.

Since the Town Council elections last year we have 18 members, many of whom are in full-time employment. Their individual attendance records are available for public view, which demonstrate their hard work and commitment to the residents. We have awarded two town awards in 2007 to two residents who have given a lot of their time to the community; we have also been able to awards grants to some worthy groups in the town.

For the first time on the Town Council we have recently held a charity function for my two chosen charities, St Catherine's Hospice and Brambles, which was well supported and a very enjoyable evening. We raised £1,500 to be shared between the two charities.

Looking forward to the future, we are continually upgrading our Corporate Plan in order to give the best possible service to our residents.

I would like to thank the Town Clerk, Alan Jones, for all his help and advice; also the Deputy Town Clerk, Carol Fenton, and the Assistant Town Clerk, Sue Dalley, for all their help and hard work.

Finally I wish to thank all the Councillors for all their support and hard work.



**Simon N W Marshall**  
**Chairman and Town Mayor**

## **FINANCE & GENERAL PURPOSES COMMITTEE REPORT 2007/08**

### **Committee Members**

M Miller (Chairman)  
P Avis  
R Bethell  
Mrs D Brooke-Harte  
J Chapman  
P Chapman  
Ms M Goldsmith  
S Marshall  
Mrs V Marshall  
Dr R Olliver (Vice-Chairman)  
D Powell  
Miss S Rogers  
Mrs V Snowball

### **Committee Responsibilities**

The Committee supervises all financial, administrative and civic matters and ensures that all procedures and financial transactions are dealt with in accordance with the various statutes governing local authority activities. Accounts are checked regularly and two councillors are rostered to conduct an internal audit prior to each F & GP Committee meeting. A number of councillors serve on sub-committees and outside bodies, as described elsewhere in this annual report, which report back to this committee.

### **Finance**

#### ***Accounts 2007/08***

The Council's accounts are run strictly in accordance with various statutory instruments and guidance received from the National Association of Local Councils. I am pleased to report that all our procedures and internal controls were conducted to the satisfaction of the internal auditor. In the opinion of BDO Stoy Hayward plc, the external auditors, our accounts received complete and unqualified acceptance, and we are fully in accordance with the Audit Commission's requirements. The audited balance sheet for 2006/07 showed an increase in the general reserves from £26,892 to £30,550.

Looking towards the end of the last financial year 2007/2008, the Council accounts remain in a strong state and, it is expected that the general reserves are likely to exceed £30,000 which was forecast when declaring the precept in January. This has been achieved in spite of increased expenditure, for example the costs of the May 2007 local elections, and other costs where the council has little control. The precept is raised from residents of the town, and unlike other higher tier authorities, the Town Council receives no central government grant. However, we are hopeful that other funding can be sought in future years from the Quality Parish Investment Fund, Crime and Disorder Reduction Partnership and Section 106 funding from the Town & Country Planning Act. A most generous bequest was left to us by the late Cyril Edmonds, a local builder, and a full report of the progress made with this will be given by Cllr David Powell at this Town Meeting.

#### ***Precept 2008/09***

Looking forward to the forthcoming financial year, the Parish element of Council Tax for 2008/2009 has been set at £278,560, which represents an annual increase of 69p per Band D household, an annual increase of 2.16%. The pie chart which follows describes the apportionment of overall expenditure. We have worked hard to achieve best value for the public in the cost of services and facilities provided by the Town Council, and we have ensured that any increase is kept within reasonable levels. It has to be recognised that the council has a responsibility for the continued upkeep of our recreation parks and

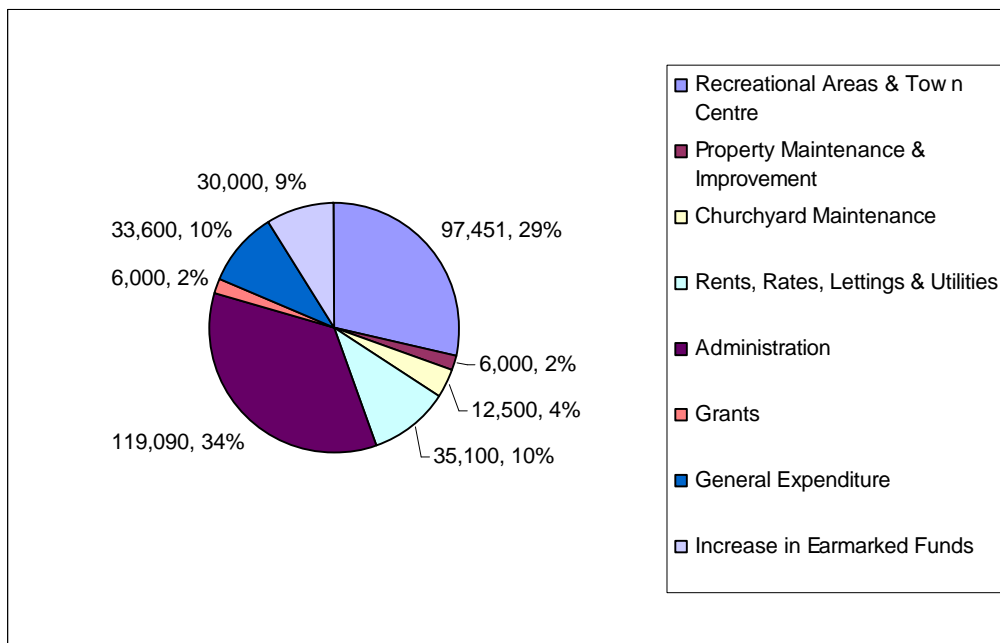
community hall, as well as the costs of office relocation and the commitment to provide a quality service to residents.

The Town Council is committed to its programme of enhancements for next year as detailed in its Corporate Plan. These will include improvements to our recreation grounds and the substantive improvements to the Albert Rooms community hall which will be funded by a loan from the Public Works Loan Board. The Town Council has made considerable effort to structure those projects, as outlined in the Plan, on 3 year rolling programmes wherever possible. This has allowed the annual increase to be kept within reasonable levels.

The Town Council will continue to support St Bartholomew's two churchyards and will make a grant of £12,500 towards its grounds maintenance. Charges for facilities such as football pitches) will be increased in line with inflation for the coming year, but we shall freeze any increases of Albert Rooms lettings in view of the likely disruption when building is under way,

Prudent use of Council finances has allowed the Council to use £20,000 of its general reserves towards next year's costs. The Town Council also has a duty to provide for future likely expenditure. The Council is therefore increasing its earmarked funds by £30,000 for football pitches, buildings maintenance and community funds.

The Town Council has considered the need to improve security in its recreation grounds. We are therefore going to increase our budget for CCTV enhancements, which will be carried out in consultation with Surrey Police. There will also be a commitment for regular security patrols in all our parks to ensure the safety of all members of public. The Council has made a provision for floral displays in the town centre in support of our proposed entry into South and South East in Bloom 2008, having successfully achieved a silver award in 2007. Sponsorship from local businesses will also be sought.



Forecast Expenditure 2008/09

### Web Site

Businesses and local organisations continue to be added to our local directories on the web with an increased number of hits on the web site, particularly from North America. We also use the web site to accept football pitch bookings and Albert Rooms lettings. We deal with many enquires on our website seeking information about Horley, and interestingly, a

growing number of queries come from potential tourists. In January 2008 the web site received a monthly record of 17,000 visits.

### **Newsletter**

Quarterly issues of our newsletter, Horley Highlights, are produced and delivered to the public using up to 50 distribution points. We have saved printing costs by using our new colour copier for the printing. The 2007 Town Guide was published last year in partnership with our new publishers MAD Ideas, a local Horley publishing company.

### **Government Initiatives**

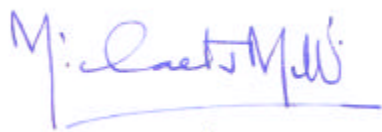
The Council has fully revised its Freedom of Information Act Publication Scheme, which allows members of the public access to specified council documentation and publications. The Internal Audit committee comprising Cllr Olliver and myself was formed in 2007. In liaison with the clerk, a structured internal audit review programme for 2008/09 has been developed.

### **Albert Rooms and Town Council Offices**

As mentioned earlier, work will commence in mid April to extend and refurbish the Albert Rooms to provide a modern community facility. The Town Council moved from its former offices to the Albert Rooms last year, with the staff using temporary accommodation in a Portakabin in the rear car park. The CAB vacated their offices in June 2007. This will enable the council to create its own council offices with a meeting room.

### **Acknowledgments**

Finally, I must extend my thanks to my Vice-Chairman, Cllr Dr Richard Olliver for his support and to all the committee for their hard work throughout the past year. I also convey my thanks to Alan Jones and Carol Fenton for their administrative support in all matters relating to this Committee. I would also like to thank Sue Dalley for her diligent work as Finance Officer in supporting the councillors' audit sessions.



**Michael Miller**

*Chairman, Finance & General Purposes Committee  
8 April 2008*

## **LEISURE & AMENITIES COMMITTEE REPORT 2007-08**

### **Committee Members**

Jack Chapman (Chairman)  
Richard Bethell  
Peter Chapman  
Janice Gall  
Mike George  
Mo Goldsmith  
Simon Marshall  
Valerie Marshall  
Sonia Odds  
David Powell  
Sarah Rogers (Vice-Chairman)  
Fiona Stimpson  
Stephen Thomas

Horley Town Council provides and maintains four recreation areas. These are the Horley Recreation Ground, Court Lodge playing fields, Michael Crescent Centenary Park and Emlyn Meadows.

The Leisure & Amenities Committee also continues to support Horley in Bloom and my thanks go to all the participants and volunteers who make this a successful event. It gave me great pleasure that Horley also received a silver medal for South East in Bloom last year and thanks must go to the participants, Reigate & Banstead Borough Council and the staff at Horley Town Council for making our town a brighter and more cheery place with flowers.

My thanks also go to the allotment holders for making the Sangers Drive allotments, in my opinion, the best in the Borough.

Amongst its many responsibilities, this Committee is also responsible for maintaining the Garden of Remembrance. We aim to keep this area of quiet reflection and respect in the best possible condition. Future plans for this are to include a flag pole.

We also have future plans for the Ornamental Gardens, in the Horley Recreation Ground. We are discussing enhancements to this area at the present time.

New white "Raytec" lights have been installed in the CCTV cameras at the Horley Recreation Ground to improve night footage. Phase 1 has been completed for enhancing the path system. This has created better access for all.

I complete weekly inspections and keep an inspections log of all the Town Council's recreational facilities. During these inspections I am very pleased to see that the children's play areas, including the free tennis courts and multi-purpose court are well used.

This year we had a very successful event at Emlyn Meadows, the Environmental Art Day. It was a pleasure to see so many children, parents and visitors enjoying the exhibits and the meadow. I express my thanks to Gatwick Green Space and the County Councillors for their support.

We have also continued to provide a grant for the maintenance of the churchyards.

The Town Clerk and I meet regularly with our grounds maintenance contractor. At these meetings any issues that arise can be discussed and dealt with.



I also attend bi-monthly meetings with the police and other Town Councillors. This works well and is beneficial. I would like to thank all who attend for their hard work and support.

Finally, I would like to express my thanks and appreciation to my Vice-Chairman, Sarah Rogers, for her valued support and to all the committee members for their hard work.

Last, but not least, I have to thank our staff, our Clerk, Alan, Deputy Clerk, Carol, and Assistant Town Clerk, Sue, without whose hard work and efficiency the Committee could not function.



**Jack Chapman**

*Chairman, Leisure & Amenities Committee, 2 April 2008*

## **PLANNING & DEVELOPMENT COMMITTEE REPORT 2007 - 2008**

### **Committee Members**

Paul Avis (Chairman)  
Richard Bethell  
Denese Brooke-Harte  
Jack Chapman  
Janice Gall  
Mike George (Vice Chairman)  
Simon Marshall  
Michael Miller\*  
Richard Olliver  
Veronica Snowball  
Fiona Stimpson

\*Also a Borough Councillor

### **Acknowledgements**

First I would like to thank my Vice-Chairman, Cllr Mike George, and all the members of the Committee for their hard work throughout the past year. Many of us were newly appointed councillors following the May 2007 elections. The committee has had to deal with many issues and members have attended many meetings to cope with the growing number of Horley's planning applications. I also thank the Town Clerk for his sound administration and support of this committee.

### **Committee Responsibilities**

Under a statutory consultation arrangement, the Borough Council is obliged to seek Horley Town Council's comments on all applications for development within the parish boundary. The Committee is authorised by the Town Council to address these matters. The Committee also considers planning matters in neighbouring areas deemed to have a significant impact on Horley. These mainly derive from Crawley Borough Council and relate to Gatwick Airport. However, the Council also receives consultations from Surrey County Council and the neighbouring districts of Mole Valley and Tandridge.

### **Procedures**

Applications are listed by the Council staff and circulated weekly to all Councillors. Detailed plans are on file for consultation if required. Following formal consideration comments are submitted regularly to Reigate & Banstead Borough Council. Weekly planning lists for Horley are posted on the website. The Council's comments on planning applications are routinely forwarded to the local press. Over the course of the council year there will have been 14 Planning Committee meetings.

### **Public Representation**

Representations are always encouraged from the public at the Public Forum section of the committee meetings. These have concerned the following applications & issues: Horley North East and North West sectors, Horley Hamlet Residents Group, Limes Avenue Action Group regarding the development of 24 dwellings at 10 -12 Victoria Road, Manorfield School, land to the rear of 12-24 The Drive, Planet Sweet, Farmhouse Public House.

## **Consultations**

The committee has responded to the following consultations:

Gatwick Airport Interim Master Plan  
SCC Flooding Task Group  
SCC Rights of Way Improvement Plan for Surrey  
Planning Reform proposals in Government White Paper  
Gatwick Express  
Provision of additional pitches for Gypsies and Travellers in East Surrey  
RBBC Policy and Procedure Tree Preservation Order

## **Horley North East and North West Sectors**

Particular attention has been given by this committee to these two significant developments. The Horley Master Plan means that two new neighbourhoods will be created at Meath Green and at Langshott which will comprise up to 2,280 new homes, having a massive effect on Horley. Two sub-committees have been formed and have formulated detailed responses to "reserved matters" which are submitted to the Local Planning Authority by the developers. The sub-committees have paid particular emphasis to (i) transport and (ii) infrastructure respectively. We shall continue to monitor these applications most carefully.

## **Other**

Under the committee's terms of reference, the committee has also been actively involved with the following:

### ***Gatwick Airport***

As well as our attendance at GATCOM by our representative, Cllr Richard Olliver, at regular meetings, the committee had a useful meeting with the Managing Director, Mr Andy Flower, in November 2007 at the airport where a number of issues were discussed.

### ***Highways***

The committee was instrumental in appointing its own independent consultant, Mr Ralph Olesen, to advise on the state of Horley's roads. The report gave a very useful "no holds barred" view of the quality of highways repairs with in depth analysis. It was sent to the Leader of SCC and has since been discussed with Surrey County Council's highways officers and county councillors.

### ***Railway Station***

We continue to look into complaints from commuters and bring them to the attention of Southern Railway, the station operator.

### ***Horley Regeneration Forum.***

The above forum was formed last year. It has given Horley Town Council a strong voice to produce a sustainable development strategy with all partners as the development in both the town centre and the NE and NW sectors progresses.

### ***Training***

The committee is formulating a regular training programme. We have already received a detailed briefing by the Borough's senior planning officer on the North East sector. Next year we intend to invite guest speakers on a variety of topics.



**Paul Avis**

*Chairman, Planning & Development Committee, 28 March 2008*

## **FUNCTIONS ATTENDED BY THE TOWN MAYOR**

Throughout the municipal year 2007/2008 the Town Mayor represented the Town Council at the following meetings and events:

**All Day Charity Breakfast at Corner House Hotel**  
**Andy Thompson's (Head Teacher, Oakwood School) retirement party**  
**Art Matters visit (re World Mental Health Day)**  
**Awards Evening at Oakwood School**  
**Barnfield Thanksgiving Day**  
**Brambles Respite Care Centre visit**  
**Carol Concert and Hospitality**  
**Celebration of Lord Lieutenant's tenth anniversary**  
**Celebration of the Queen's Diamond Anniversary at Guildford Cathedral**  
**Centenary of Scouting Camp**  
**Chinese New Year celebrations at New China Restaurant**  
**Christmas Lights switch on in Horley**  
**Concert at Saint Hill Manor**  
**Crawley "Past Present & Future" Tour**  
**Crawley Civic Service**  
**Dedication and opening of Memorial Gardens**  
**Emlyn Meadows sculptures exhibition**  
**Fireworks night organised by Round Table – lighting of bonfire**  
**Horley Baptist Church "Cargo" musical about slavery and people trafficking**  
**Horley in Bloom presentations**  
**Horley Prom in the Park**  
**Horley Singers Carol Concert**  
**Horley Singers Summer Concert**  
**Induction of the new Pastor of Horley Baptist Church**  
**Lord Lieutenant of Surrey's Poppy Appeal Cadet Competition**  
**Lord Lieutenant's Awards to Cadets**  
**Surrey Local Government luncheon for Surrey Mayors at Kingston**  
**Musical Moments concert at the Royal British Legion, Horley**  
**Opening of Subway sandwich bar in High Street**  
**Performance of Twelfth Night at Saint Hill Manor**  
**Reigate & Banstead Civic reception**  
**Remembrance Service at War Memorial**  
**Re-opening of the Cambridge Hotel**  
**Royal British Legion Conference**  
**Royal British Legion re opening of Poppy Appeal at Whiteley Village**  
**South and South East in Bloom Silver Award Presentation at The Hawth**  
**St Bartholomew's Churchyards Tour**  
**St Catherine's Hospice Tree of Light Service at K2 Leisure Centre**  
**St Catherine's Hospice visit**  
**St Patrick's Day Parade**  
**Town Mayor's Charitable Event (Curry Evening)**  
**World Alzheimer's Day, Guildford Cathedral**

## TOWN AWARDS

The Town Awards scheme has been in operation since 2000, with the first awards being presented at the Annual Town Meeting of 10 April 2000. Nominations for Town Awards are invited every year, when any resident of the Town can complete a nomination form, together with a seconder, to propose an individual for outstanding service or commitment to the town. Horley Town Council is responsible for the administration and final selection of award winners according to strict guidelines and criteria.

An Awards Sub Committee reviews and makes its recommendations to the Council. Award winners receive a Town Badge, a Certificate of Commendation, and their Citation. Presentations are usually made either at the Annual Town Meeting, or other appropriate events, subject to the award winners' approval.

In 2007 the Town Council's Awards Committee considered a total of 4 nominations from members of the public. Two residents were invited to accept an award and these were presented at the Horley in Bloom Awards Evening last September.

Previous recipients of the Town Award are:-

**2007**     Andrew Kent

Andrew has worked tirelessly to improve and protect the local environment, bringing great knowledge and commitment to this role. His methodical, patient and immensely detailed work on the Horley Master Plan has been outstanding. He has served on the Horley Master Plan Task Group and the Horley Master Plan Advisory Committee. Andrew coordinated responses to the Local Plan, the County Structure Plan and presented evidence at Inquiries. He was instrumental in producing documents on flood risk in Horley.

Previously Chairman of the Horley Residents Association 1993 - 2007 and a Horley Town Councillor from 1996 - 2007.

**2007**     Alan Tracey

Alan was the longstanding Chairman of the recently disbanded Police & Community Partnership Group, ensuring over the years that the people of Horley had meaningful direct contact with the local Police. He is also Secretary of the Naval Section of the Royal British Legion.

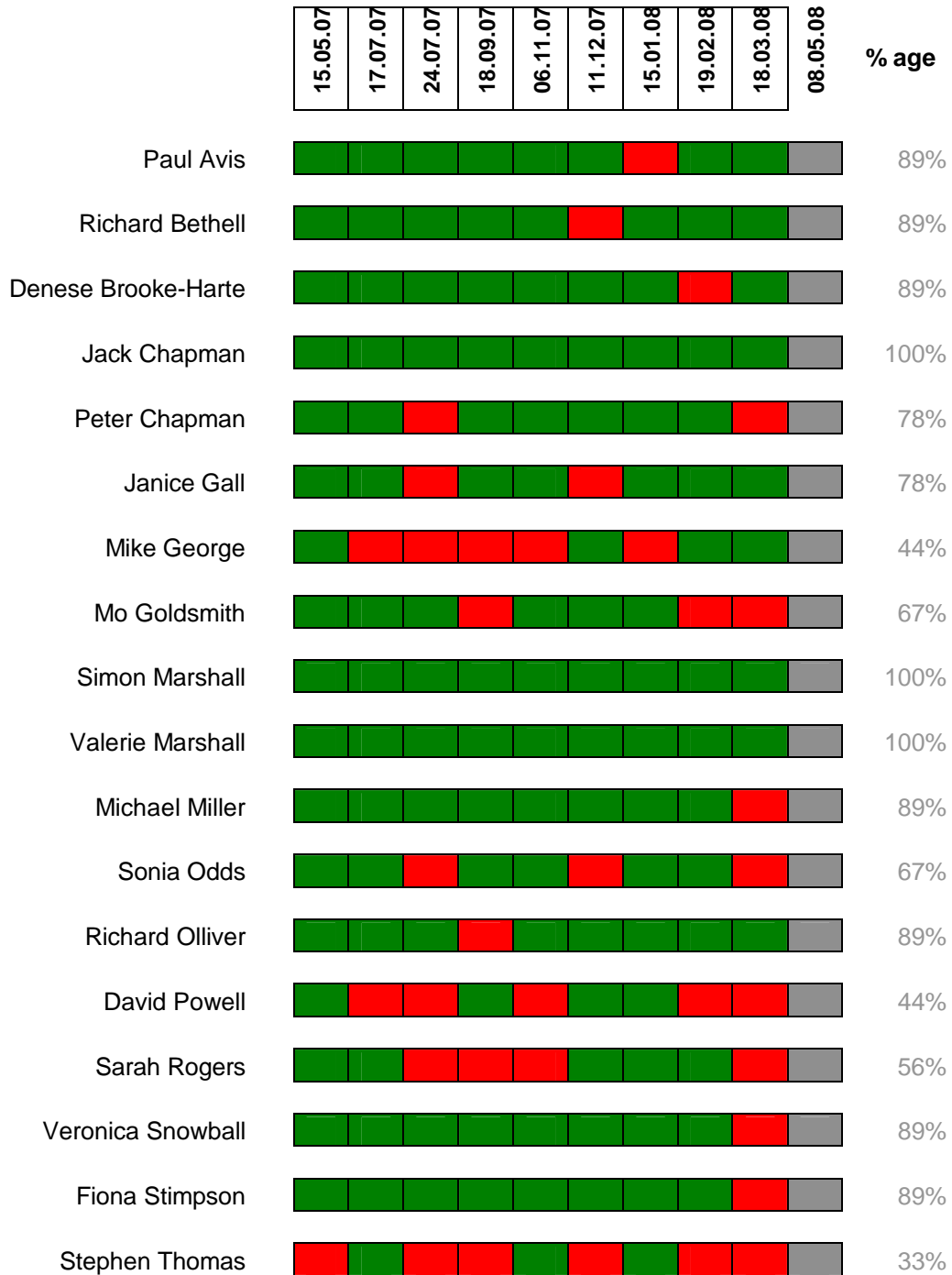
He has worked hard for the Archway Theatre and has tirelessly supported both Cooper Lodge and the Brambles Respite Care Centre, in his role as a volunteer entertainer



|             |                             |   |
|-------------|-----------------------------|---|
| <b>2005</b> | Barbara Hall                | <p>In recognition of Barbara's support of local charitable organisations for more than forty years.</p> <p>Barbara has been a member of the patients committee at the Kings Road Health Centre for many years and has recently become a non-executive director for the NHS East Surrey PCT and is also actively involved with Open Line through the Horley Help Shop.</p>           |
| <b>2005</b> | David Hall                  | <p>In recognition of David's outstanding voluntary work and charity work, as well as being a School Governor and a former member of Surrey County Council.</p> <p>David has been Chairman of the Horley Local History Centre, based in the Library, and is very involved with the Local History Society. He also continues to conduct his own research into the town's history.</p> |
| <b>2005</b> | John Melvin                 | <p>John has been an active member of the Horley Lions Club since 1974 and has been President on three occasions, 1976, 1982, and 2003.</p> <p>Since his retirement in 1982 he has spent much of his time sorting the many paperback books which are sold on the Lions Bookstall in the town centre each Saturday.</p>   |
| <b>2004</b> | Gordon McGinty              | <p>For his outstanding services to the community in promoting and encouraging the youth of Horley, and for his many years as school governor of Oakwood school.</p>   |
| <b>2004</b> | Gill Partridge              | <p>In recognition of her tireless commitment to the community in building strong twinning links with Vimy, promoting an exchange of language, culture, friendship and tolerance.</p>  |
| <b>2004</b> | Douglas Simpson             | <p>In recognition of his tireless efforts in campaigning for environmental issues in Horley and, more recently his knowledge on local flooding issues.</p>  |
| <b>2002</b> | Walter Jupp and Doreen Jupp | <p>For their joint contribution to the people of Horley by continuous and consistent support of the local community, for involvement in</p>   |

|             |                                |   |
|-------------|--------------------------------|---|
|             |                                | Horley Citizens Advice Bureau and Regent Hall Day Centre, and other initiatives over the past thirty years.   |
| <b>2002</b> | John McFarlane                 | In recognition of his selfless service and commitment to the community in countless ways including service on the Management Committee of the Horley Citizens Advice Bureau, President of the Horley Residents' Association and Chairman of the Welfare Committee of the Horley Lions. He has also made immense contributions to the success of the Horley Local History Society. |
| <b>2002</b> | John Rigby                     | For his services to the people of Horley, ably demonstrated by his enthusiasm, determination and tireless commitment in his capacity as Town Clerk of Horley Town Council.  |
| <b>2000</b> | Graham Larcombe                | In recognition of his work with local businesses, his involvement and commitment with the Chamber of Commerce, and for his hard work in the restoration of confidence within the local business sector.   |
| <b>2000</b> | Joan Fewtrell and Syd Fewtrell | In recognition of their joint tireless work for the good of the community and in particular for Neighbourhood Watch, Keys Youth Community Centre and Strawson Hall.   |
| <b>2000</b> | Lew Targett                    | For services to Horley's Cub and Scout movement.  |
| <b>2000</b> | Penny Jeffers                  | In recognition of her loyal and dedicated services to education as Head Teacher of Court Lodge Infant School.   |
| <b>2000</b> | Richard Smith                  | For services to Horley as Chairman of the Town Council, and raising the profile and reputation of the town.   |
| <b>2000</b> | Andy Thompson                  | For services as Headmaster of Oakwood School and instilling in his pupils a sense of community and social responsibility, and also for driving through improvements to the Memorial Gardens particularly by involving pupils in the design of the new Memorial Gates.   |

# FULL COUNCIL ATTENDANCE STATISTICS

2007/2008

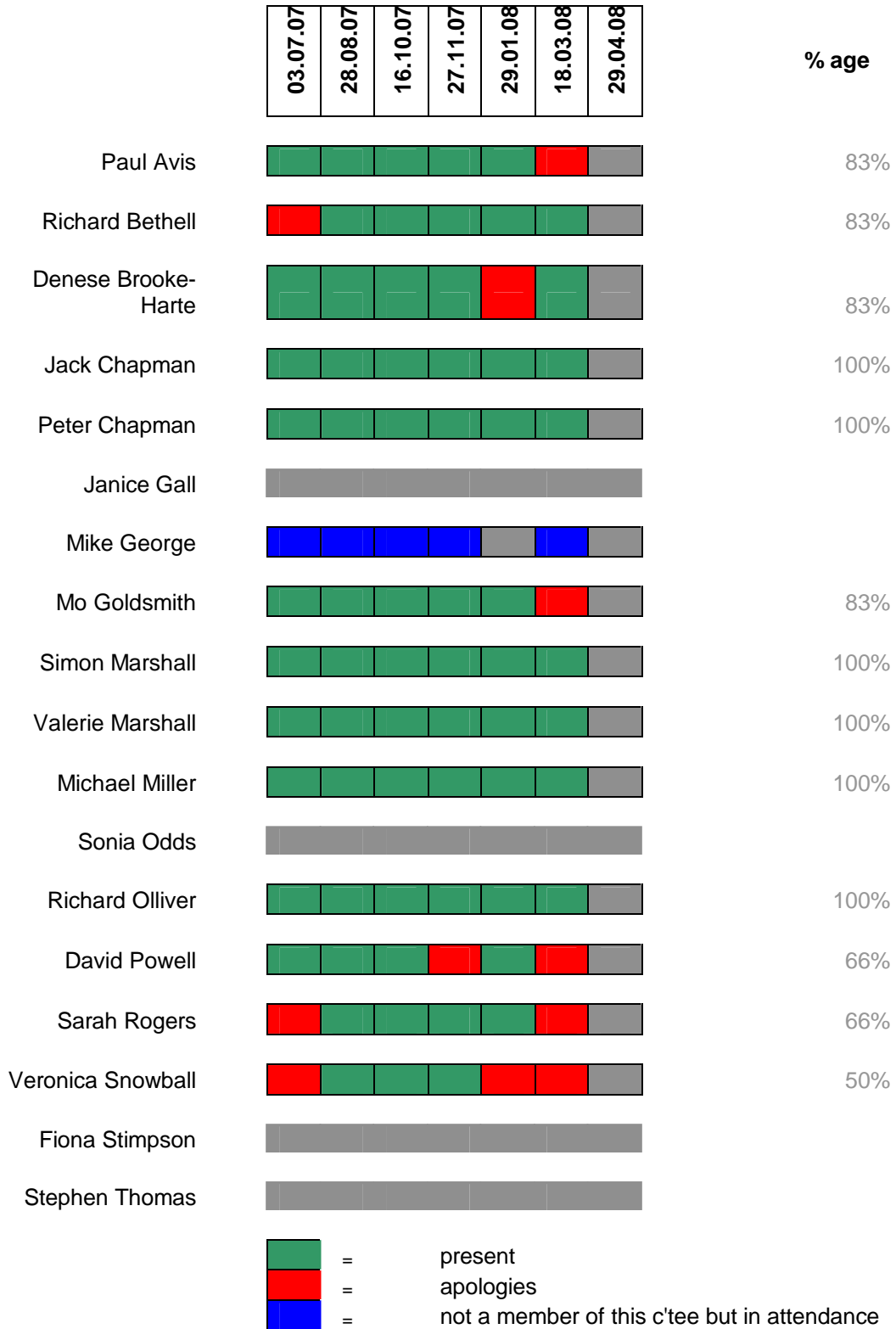


 = present  
 = apologies



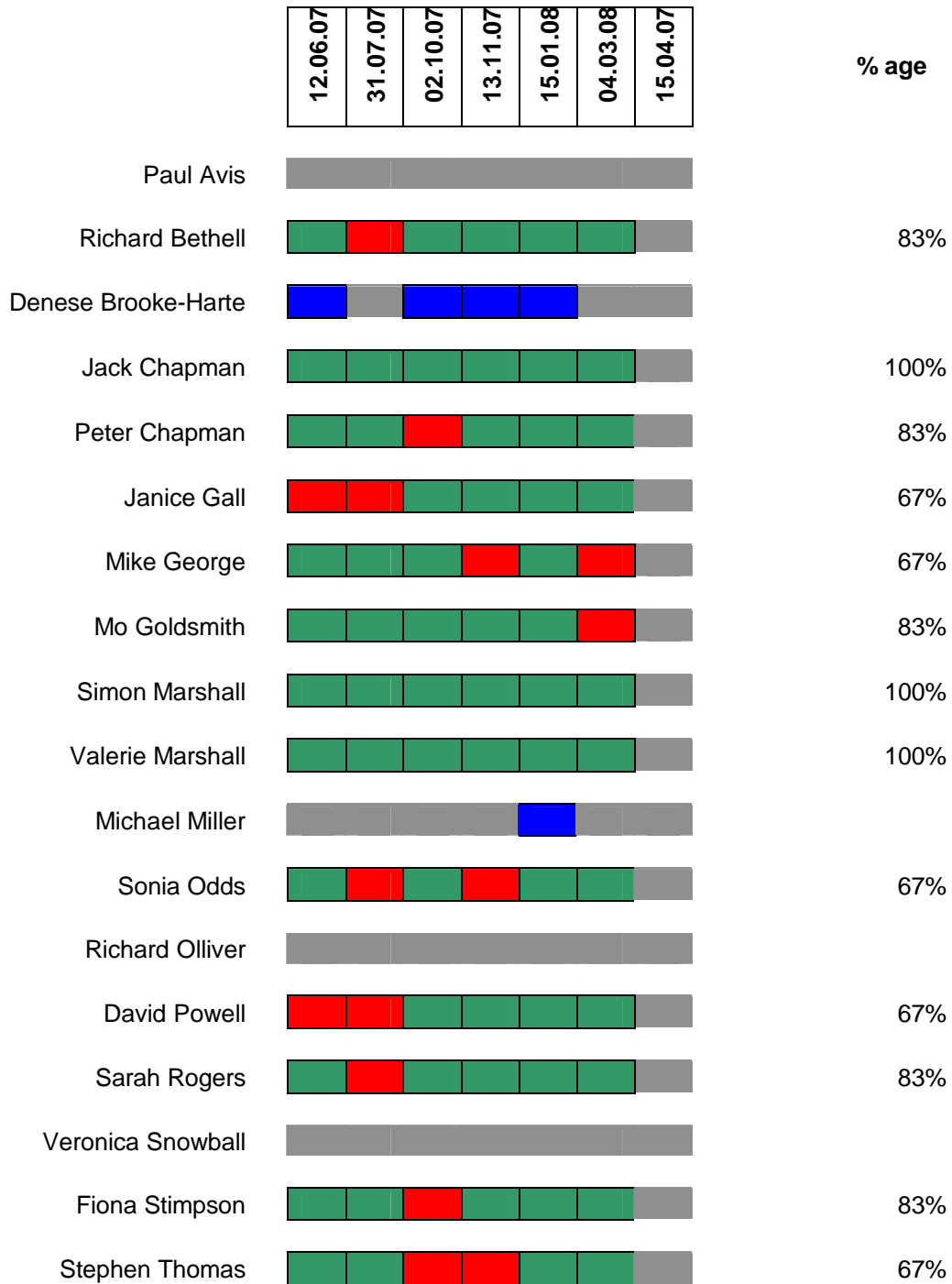
## FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS

2007/2008



# LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS

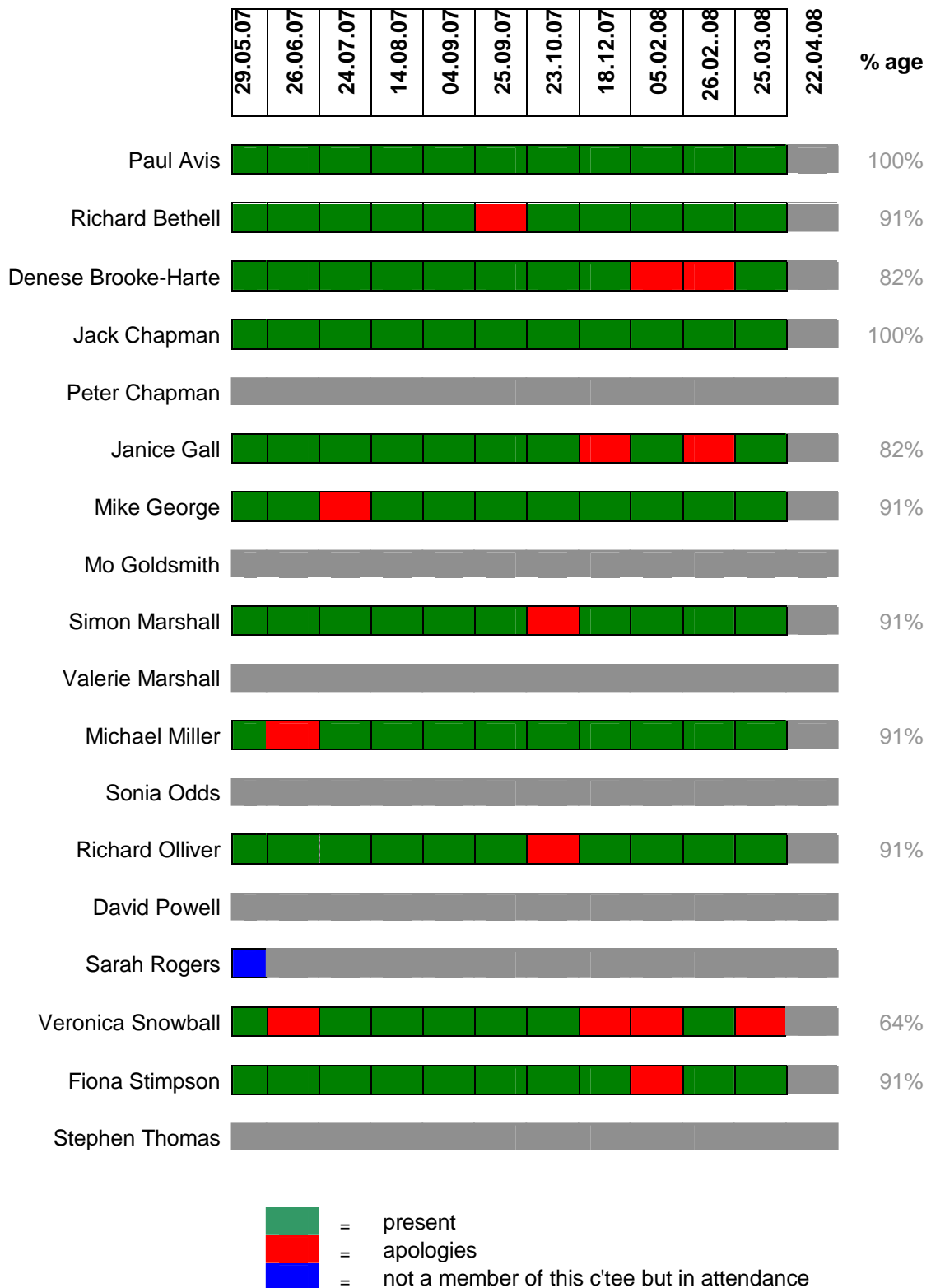
2007/2008



= present  
 = apologies  
 = not a member of this c'tee but in attendance

# PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS

2007/2008



## Income & Expenditure Account 2006/2007

| Year Ended<br>31 March 2006 | <b>Income</b>                   | Year Ended<br>31 March 2007 |
|-----------------------------|---------------------------------|-----------------------------|
| 249,696.54                  | Income                          | 261,949.02                  |
| 212.23                      | Administration                  | 293.91                      |
| 21,200.00                   | CCTV                            | 500.00                      |
| 1,526.72                    | General                         | 10.94                       |
| 1,739.44                    | Rates and Utilities             | 947.84                      |
|                             | Maintenance and Repair          | 32.51                       |
| 30,491.80                   | Lettings and Rents              | 29,583.05                   |
| 413.80                      | Court Lodge/Innes Pavilion      | 196.70                      |
| 1,158.60                    | A23 Recreation Ground           | 1,806.19                    |
| 1,000.00                    | Emlyn Meadows                   | 2,765.00                    |
| 1,478.00                    | Leisure- Other                  | 0.00                        |
|                             | Allotments                      | 5.15                        |
| 9,067.12                    | Town Centre                     | 1,288.06                    |
| 250.00                      | Salaries                        | 0.90                        |
| 11,330.00                   | Grants and Donations            | 52,769.00                   |
| <b>£329,564.25</b>          |                                 | <b>£352,148.27</b>          |
|                             | <b>Expenditure</b>              |                             |
| 11,741.18                   | Administration                  | 11,741.18                   |
| 12,012.04                   | CCTV                            | 12,012.04                   |
| 33,830.36                   | General                         | 33,830.36                   |
| 5,775.03                    | Rates and Utilities             | 5,775.03                    |
| 6,521.76                    | Maintenance and Repair          | 6,521.76                    |
| 409.50                      | Lettings and Rents              | 409.5                       |
| 2,088.16                    | Court Lodge/Innes Pavilion      | 2,088.16                    |
| 21,208.79                   | A23 Recreation Ground           | 21,208.79                   |
| 3,530.81                    | Michael Crescent                | 3,530.81                    |
| 215.78                      | Emlyn Meadows                   | 215.78                      |
| 6,964.71                    | Leisure - Other                 | 6,964.71                    |
| 39,383.87                   | Grounds Maintenance             | 39,383.87                   |
| 3,834.40                    | Allotments                      | 3,834.40                    |
| 17,538.83                   | Town Centre                     | 17,538.83                   |
| 97,690.24                   | Salaries                        | 97,690.24                   |
| 5,382.67                    | Grant Award Scheme              | 5,382.67                    |
| 29,138.77                   | Grants and Donations            | 29,138.77                   |
| 2,498.92                    | Miscellaneous                   | 2,498.92                    |
| 0                           | Provision for Doubtful Debts    | 0                           |
| <b>£299,765.82</b>          |                                 | <b>£333,310.36</b>          |
|                             | <b>General Fund</b>             |                             |
| 22,699.67                   | Balance at 1 April 2006         | 26,891.92                   |
| 329,564.25                  | ADD Total Income                | 352,148.27                  |
| 352,263.92                  |                                 | 379,040.19                  |
| 299,765.82                  | DEDUCT Total Expenditure        | 333,310.36                  |
| 52,498.10                   |                                 | 45,729.83                   |
| -25,606.18                  | Transfer to Reserves            | -15,179.48                  |
| <b>£26,891.92</b>           | <b>Balance at 31 March 2007</b> | <b>£30,550.35</b>           |

## Balance Sheet as at 31 March 2007

| <i>Year Ended<br/>31 March 2006</i> |                                  | <i>Year Ended<br/>31 March 2007</i> |
|-------------------------------------|----------------------------------|-------------------------------------|
|                                     | <b>LONG TERM ASSETS</b>          |                                     |
| 0.00                                | Investments                      | 0.00                                |
| 0.00                                | Long Term Debtors                | 0.00                                |
|                                     | <b>CURRENT ASSETS</b>            |                                     |
| 0.00                                | Stocks and stores                | 0.00                                |
| 0.00                                | Work in progress                 | 0.00                                |
| 2,756.06                            | Debtors                          | 2,756.06                            |
| 0.00                                | Payments in advance              | 0.00                                |
| 80,10.83                            | VAT Recoverable                  | 4,400.52                            |
| 0.00                                | Temporary lendings (investments) | 0.00                                |
| 77,955.81                           | Bank and Cash                    | 112,098.8                           |
| 88,722.70                           | <b>TOTAL ASSETS</b>              | 119,905.56                          |
|                                     | <b>CURRENT LIABILITIES</b>       |                                     |
| 6,591.12                            | Creditors                        | 18,936.07                           |
| 82,131.58                           | <b>NET ASSETS</b>                | 100969.49                           |
|                                     | <b>Represented by:</b>           |                                     |
| 26,891.92                           | General fund balance             | 30,550.35                           |
|                                     | <b>Reserves:</b>                 |                                     |
| 0.00                                | Capital                          | 0.00                                |
| 55,239.66                           | Earmarked                        | 70,419.14                           |
| <b>£82,131.58</b>                   |                                  | <b>£100,969.49</b>                  |

## **Supporting Statement to the Accounts for the Year Ending 31 March 2007**

### **1. Fixed Assets**

#### **1.1 Community Assets:**

As at 31 March 2007 the following community assets were held at the following book value:

|    |                                 |                 |
|----|---------------------------------|-----------------|
| a. | Allotments                      | 40,000          |
| b. | Michael Crescent Centenary Park | 15,000          |
| c. | Albert Rooms                    | 320,177         |
| d. | Innes Pavilion                  | 310,000         |
| e. | Emlyn Meadows                   | 30,000          |
| f. | A23 Recreation Ground           | 175,000         |
|    |                                 | -----           |
|    |                                 | <b>£890,177</b> |

#### **1.2 Other Fixed Assets:**

As at 31 March 2007 the following fixed assets were held at the following book value:

|    |   |                   |
|----|---|-------------------|
| a. | Council Offices' fixtures and fittings and business equipment           | 25,120            |
| b. | Innes Pavilion and Court Lodge Playing Fields (equipment per inventory) | 10,742            |
| c. | Albert Rooms (inventory of furniture, equipment and appliance)          | 7,123             |
| d. | Recreation Ground equipment, street furniture etc                       | 102,368           |
|    |   | -----             |
|    |   | 145,353           |
|    |   | -----             |
|    | <b>Total fixed assets</b>   | <b>£1,035,530</b> |
|    |   | =====             |

### **2. Borrowings**

At the close of business on 31 March 2007 there were no loans outstanding.

### **3. Leases**

- ? Horley Bowls Club: forty-five year lease of land at A23 Recreation Land until 2043. Annual Rent: £201
- ? Horley Sport (Social) Club: twenty-five year full maintenance lease of the Innes Pavilion until 2025. Annual Rent: £2,080.
- ? 1st Horley Scout Group: ninety-nine year full repairing lease of land and building at Michael Crescent until 2100. Annual Rent: £50

### **4. Debts Outstanding & Prepayments**

At 31 March 2007 the debts as shown on the Schedule of Debtors and Creditors were owed to the Town Council. There were no prepayments.

## 5. Reserves

Reserve Funds as at 31 March 2007 were: **£30,550**

## 6. Earmarked Reserves

Earmarked Reserves as at 31 March 2007 were: **£70,419**

## 7. Tenancies

- a. **Council Offices.** Landlord: Surrey County Council. **£10,500**  
b. **Court Lodge Fields.** Landlord: Reigate & Banstead Borough Council. **£1**

## 8. Section 137 Payments and Other Grants

Section 137 of the Local Government Act 1972 enables the Town Council to spend up to £5.44 per elector for the benefit of the community on activities or projects not specifically authorised by other powers.

A discretionary payment of £200 was made to the Poppy Appeal under s137.

Under the Town Council's Grants Scheme, the following payments were also made under s137:

|                                     |  |              |
|-------------------------------------|--|--------------|
| 1st Horley Guides                   | Replacement Shed for camping equipment   | 250          |
| Friends of Lee Street Burial Ground | To provide a bench seat  | 250          |
| Furnistore                          | To help towards the cost of moving to Unit 10 , Bridge Ind Estate in Nov 2006                              | 500          |
| Horley & District U3A               | Purchase of laser printer for improved production of U3A newsletters & other documents                     | 50           |
| Kidzone After School Club           | Purchase of mobile book rack and set of faiths, feasts and festivals books                                 | 115          |
| Millennium Volunteers               | Funding for a film facilitator to help young Horley residents (ages 16 -24) produce a film about the town. | 500          |
| St Francis Church                   | To replace windows with better fitting double glazed units with toughened glass                            | 1,000        |
| St Wilfrid's Church                 | To complete work on vandal proofing, specifically to replace original double doors to car park             | 800          |
|                                     |  | <hr/> £3,465 |

Under Section 142 of the Local Government Act 1972, a donation of £900 was made to the Citizens Advice Bureau for debt counselling in Horley.

Under Section 31 of the Local Government and Rating Act 1997, a donation of £15 was made to Surrey Crimestoppers.

## **9. Council Delegated Powers**

During the financial year the Town Council did not undertake any agency work on behalf of any other authorities.

## **10. Advertising & Publicity**

During the financial year the Town Council did not incur any expenditure for advertising or public relations.

## **11. Contingent Liabilities**

There were no contingent liabilities as at 31 March 2007

## **12. Pensions**

For the year ending 31 March 2007, the Council's contributions equal 243% of employees' superannuation pay plus an additional monetary sum of £7,786 per annum.

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