



HORLEY TOWN COUNCIL

ANNUAL REPORT 2004 - 2005

Published 28 April 2005

INTRODUCTION	3
TOWN COUNCILLORS.....	4
POLITICAL BALANCE OF THE COUNCIL	5
COMMITTEE MEMBERSHIP - 2004/2005.....	6
OUTSIDE BODIES 2004/2005.....	7
SUB-COMMITTEES 2004/2005.....	9
STATISTICS AND INFORMATION	11
CHAIRMAN'S REPORT: THE MUNICIPAL YEAR UNDER REVIEW	12
FINANCE & GENERAL PURPOSES COMMITTEE REPORT 2004/05.....	13
LEISURE & AMENITIES COMMITTEE REPORT 2004/05	16
PLANNING & DEVELOPMENT COMMITTEE REPORT 2004/05.....	18
FUNCTIONS ATTENDED BY THE TOWN MAYOR.....	21
TOWN AWARDS.....	22
FULL COUNCIL ATTENDANCE STATISTICS.....	25
FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS.....	26
LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS	27
PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS	28
BALANCE SHEET.....	29
INCOME & EXPENDITURE ACCOUNT.....	30
SUPPORTING STATEMENT TO THE ACCOUNTS.....	31

INTRODUCTION

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

It incorporates all the statutory committee reports made by the Town Council's committee chairmen to be presented at the Annual Town Meeting on 28 April 2005, and also includes a variety of information and statistics. At the time of producing this annual report our accounts for 2004/05 are not yet available, therefore we have included financial information relating to the financial year 2003/04. It is anticipated that the unaudited accounts for 2004/05 will be available to the public in June 2005 and the audited accounts will be available in September 2005.

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.horley-surrey.co.uk. Our web site will continue to be updated with regular news updates, council minutes and 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 Albert Road, Horley RH6 7JA (tel 01293 78476) or by e-mail to info@horley-surrey.co.uk.



Alan Jones
Town Clerk

15 April 2005

TOWN COUNCILLORS

Horley North

Mrs Sarah Branwhite	IND	21 Oakside Lane, Horley RH6 9XS	773075
Mr Simon Marshall	CON	12 Castle Drive Horley RH6 9DB	786859
Mr Michael Miller *	CON	50 Haroldslea Drive, Horley RH6 9DU	784201
Miss Tania Peppiatt	IND	43 Bonehurst Road, Horley RH6 8PJ	786165

Horley North Central

Mrs Diana Andrews	LIB	16 Wesley Close, Horley RH6 8JB	773189
Ms Deborah Ashley-Smith	CON	1 St Hilda's Close, Horley RH6 7BA	776197
Mr Graham Larcombe	LIB	63 Church Road, Horley RH6 8AB	432632

Horley North East

Mr Tony Breen	CON	34 Massetts Road, Horley RH6 7DS	771991
Mr Jack Chapman	CON	Forge Cottage, 43 Bonehurst Road, Horley RH6 8PJ	786165

Horley North West

Mrs Denese Brooke-Harte	UKIP	47 Parkhurst Road, Horley RH6 8EU	418090
Mr Mike George	RA	31 Rutherwick Close, Horley RH6 8RD	411655
Ms Maureen Goldsmith	CON	Council Offices, Albert Road, Horley RH6 7JA	784765
Mrs Andrea Venn	CON	The Old House, Bremner Avenue Horley RH6 8EP	823775

Horley South Central

Mr Edwin Andrews	LIB	16 Wesley Close, Horley RH6 8JB	773189
Mr Bernard Kendall	CON	3 Heritage Lawn, Horley RH6 9XH	820624
Mr Barry Weston	RA	20 Hatchgate, Horley RH6 7EA	428948

Horley South East

Dr Andrew Kent	RA	151 Balcombe Road, RH6 9DR	430611
Mr John Meech ++	CON	41 Castle Drive, RH6 9DD	783655

* Town Mayor and Chairman of the Town Council

++ Vice Chairman of the Town Council

Key: Political Affiliation
 CON Conservative
 LIB Liberal Democrat
 RA Residents' Associations
 IND Independent

Note: 16 the above members were elected on 1 May 2003. Cllrs Sarah Branwhite and Tannia Peppiatt were co-opted on 20 May 2003

Town Clerk Alan Jones	The Council Offices, Albert Road, Horley, Surrey RH6 7JA	784765
---------------------------------	---	--------

POLITICAL BALANCE OF THE COUNCIL

Full Council

Conservative Party	9	50%
Liberal Democrat Party	3	17%
Residents Associations	3	17%
UK Independence Party	1	6%
Independent	2	12%
	<u>18</u>	

Committees

Finance & General Purposes Committee

Conservative Party	7	58%
Liberal Democrat Party	2	17%
Residents Associations	3	25%
	<u>12</u>	

Leisure & Amenities Committee

Conservative Party	6	50%
Liberal Democrat Party	2	17%
Residents Associations	1	8%
UK Independence Party	1	8%
Independent	2	17%
	<u>12</u>	

Planning & Development Committee

Conservative Party	5	41.66%
Liberal Democrat Party	2	16.66%
Residents Associations	2	16.66%
UK Independence Party	1	8.33%
Independent	2	16.66%
	<u>12</u>	

HORLEY TOWN COUNCIL – 2004/2005

CHAIRMAN OF THE COUNCIL: Cllr M Miller
VICE-CHAIRMAN OF THE COUNCIL: Cllr J Meech
SAFETY OFFICER - Chairman of the Council

Committee Membership - 2004/2005

Leisure & Amenities Committee

E Andrews
Ms D Ashley-Smith
Mrs S Branwhite
Mrs D Brooke-Harte
J Chapman (**Vice-Chairman**)
M George
Ms M Goldsmith
G Larcombe
S Marshall (**Chairman**)
J Meech
M Miller
Miss T Peppiatt

Planning & Development Committee

Mrs D Andrews (**Vice-Chairman**)
Mrs S Branwhite
Mrs D Brooke-Harte
J Chapman
A Kent (**Chairman**)
G Larcombe
S Marshall
J Meech
M Miller
Miss T Peppiatt
Mrs A Venn
B Weston

Finance & General Purposes Committee

Mrs D Andrews
E Andrews
Ms D Ashley-Smith (**Vice-Chairman**)
T Breen (**Chairman**)
M George
Ms M Goldsmith
A Kent
S Marshall
J Meech
M Miller
Mrs A Venn
B Weston

OUTSIDE BODIES 2004/2005

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Access Group	Maureen Goldsmith	Finance & General Purposes
Area Passenger Transport Consultative Group (East Surrey)	Denese Brooke-Harte	Planning & Development
Campaign to Protect Rural England (CPRE – Reigate & Banstead)	Jack Chapman	Planning & Development
Churchyards Committee	Sarah Branwhite Andrew Kent	Leisure & Amenities
Citizens Advice Bureau	Debbie Ashley-Smith	Finance & General Purposes
Fastway Liaison Group	Sarah Branwhite Bernard Kendall Graham Larcombe Tania Peppiatt	Planning & Development
Gatwick Airport Consultative Committee (GATCOM)	Bernard Kendall (Substitute – Barry Weston)	Planning & Development
Gatwick Greenspace Partnership	Mike George (Substitute – Denese Brooke-Harte)	Leisure & Amenities
Horley Alliance	Council Chairman P&D Chairman P&D Vice-Chairman F & GP Chairman	Planning & Development
Horley In Bloom	Chairman – Sarah Branwhite All Town Councillors welcome to attend	Leisure & Amenities
Horley Sports (Social) Club	Mike George Michael Miller (Substitutes as necessary)	Finance & General Purposes
Liaison with Church Road Allotment Holders	Jack Chapman	Leisure & Amenities
Local History Management Committee	Maureen Goldsmith	Finance & General Purposes

**Police Community
Partnership Group –
Neighbourhood Panels**

Horley Central –
Bernard Kendall
Tania Peppiatt
Horley West -
Andrea Venn

Finance & General Purposes

**Surrey County Association
of Parish & Town Councils**

John Meech
(substitute –
Michael Miller)

Finance & General Purposes

**Surrey County Playing
Fields Association**

Michael Miller

Leisure & Amenities

**Town Centre Management
Group**

Maureen Goldsmith
Debbie Ashley-Smith

Leisure & Amenities

SUB-COMMITTEES 2004/2005

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Decisions Sub-Committee (Finance & General Purposes)	Chairman or Vice Chairman of Council plus Chairman & Vice Chairman of Finance & General Purposes Committee	Full Council
Decisions Sub-Committee (Leisure & Amenities) and (Planning & Development)	Chairman or Vice Chairman of Council plus Chairman & Vice Chairman of Leisure & Amenities Committee or Chairman & Vice Chairman of Planning & Development Committee	Full Council
Local Strategic Partnership	Chairman of Council	Full Council
Horley Master Plan Advisory Committee	All Town Councillors plus members of other local organisations, as appropriate	Planning & Development
Horley Master Plan Consultative Forum	Diana Andrews Andrew Kent	Planning & Development
Horley Town Centre Task Group	Diana Andrews Barry Weston	Planning & Development
Awards Sub-Committee	Sarah Branwhite Mo Goldsmith Andrew Kent Graham Larcombe Michael Miller	Finance & General Purposes
Borough Standards Committee	Andrew Kent	Finance & General Purposes
Editorial Sub-Committee (Newsletter & Town Guide)	Sarah Branwhite, Denese Brooke-Harte Bernard Kendall, Andrew Kent Andrea Venn	Finance & General Purposes
Quality Status Sub-Committee	Eddie Andrews, Mike George Sarah Branwhite Bernard Kendall	Finance & General Purposes
Relocation of Town Council Offices Sub-Committee	Chairman & Vice Chairman of Council, Committee Chairmen Bernard Kendall Graham Larcombe	Finance & General Purposes
Risk Assessment Sub-Committee	Eddie Andrews Mike George Andrew Kent John Meech	Finance & General Purposes

Staff Sub-Committee		Chairman & Vice Chairman of Council, Committee Chairmen Denese Brooke-Harte	Finance & General Purposes
Standing Orders Sub-Committee		Chairman of Council Committee Chairmen Diana Andrews	Finance & General Purposes
Emlyn Meadows Committee	Advisory	Sarah Branwhite, Mike George Mo Goldsmith, Simon Marshall Barry Weston Members of Public and Local Organisations	Leisure & Amenities
Youth Matters Sub-Committee		Debbie Ashley-Smith Sarah Branwhite Denese Brooke-Harte Jack Chapman Michael Miller Tania Peppiatt	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 about 21,000 people residing within the boundary of this Council of which approximately 16,000 are registered electors.

The Precept is collected on the Town Council's behalf by Reigate & Banstead Council. For the fiscal year 2005/06, it is set at £245,074. This equates to a sum of approximately £29.34 per band D household. The Precept for the previous fiscal year 2004/05 was set at £223,500 based on an expenditure budget of £229,569.

The main responsibilities of the Town Council are:

- ? A23 Recreation Ground including Memorial and Ornamental Gardens
- ? Albert Rooms lettings
- ? Allotments
- ? Children's Playgrounds
- ? Christmas Lights
- ? Council Office lettings
- ? 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
- ? Town Centre Management in partnership with the Town Centre Management Group
- ? War Memorial

CHAIRMAN'S REPORT: THE MUNICIPAL YEAR UNDER REVIEW

Full Council

I have felt greatly honoured and privileged to represent the Town Council in this, my second year as Town Mayor and Chairman. I set myself the target of consolidating the excellent work of previous administrations and ensuring that the Town Council's views are impressed upon other authorities.

The municipal year 2004/05 has been a very demanding one for this Council. As I mentioned last year, the Town Council was keen to apply for quality status. I am delighted to announce that, after many months of detailed preparation, we passed the stringent tests and received the prestigious award in July 2004. We were in fact the first Town Council in Surrey to be honoured in this way. It confirms that we have set ourselves very high standards in local government and endorses the fact that the Town Council is able to serve the local community with confidence.

My diary, which is reproduced later in this publication, demonstrates the different organisations and bodies who are keen to maintain their involvement with the Town Council.

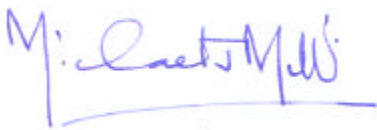
Our eighteen members, the majority of whom are in full time employment, work very hard for the people of Horley and carry out their duties most conscientiously. They devote much of their free time to the Town Council without any financial reward. This year we are once again publishing our councillors' attendance statistics at our many Council meetings, and these, I am sure you will agree, speak for themselves.

The Town Awards scheme has provided an important platform to recognise exceptional commitment and service to the community. I congratulate the three winners this year, all nominated by the people of Horley and very well deserved. We shall continue to publish the names of all award winners in subsequent annual reports.

I am delighted that we have recently been able to launch our own grants scheme. We hope some exciting and worthwhile projects will be brought before the council for consideration. Organisations have approached us in the past on an ad hoc basis, but this scheme will allow us to consider fairly applications from all parts of the local community.

You will see from the following reports the achievements made on behalf of the Town Council by our three hard-working committees. I do not intend to comment too much on their work, because you will be able to read for yourselves that a great deal has been achieved and I simply commend their reports to you.

Lastly I must thank our hard working staff for their efforts throughout the year, particularly with regard to the achievement of quality status.



Michael J Miller

Chairman and Town Mayor

16 April 2005

FINANCE & GENERAL PURPOSES COMMITTEE REPORT 2004/05

Committee Members

Tony Breen [Chairman]
Debbie Ashley-Smith [Vice-Chairman]
Diana Andrews
Eddie Andrews
Michael George
Maureen Goldsmith
Andrew Kent
Simon Marshall
John Meech
Michael Miller
Andrea Venn
Barry Weston

F & GP Committee – Outside Bodies and Sub-Committees

Access Group	Mo Goldsmith
Awards Sub-Committee	Sarah Branwhite, Mo Goldsmith, Andrew Kent, Graham Larcombe, Michael Miller
Borough Standards Committee	Andrew Kent
Citizens Advice Bureau	Debbie Ashley-Smith
Editorial Sub-Committee	Sarah Branwhite, Denese Brooke-Harte, Bernard Kendall, Andrew Kent, Andrea Venn
Horley Sports (Social) Club	Mike George, Michael Miller
Local History Society Management Committee	Mo Goldsmith
Police Community Partnership Group –	Central - Bernard Kendall, Tania Peppiatt
Neighbourhood Panels	West - Andrea Venn
Quality Status Sub-Committee	Eddie Andrews, Sarah Branwhite, Mike George, Bernard Kendall
Relocation Sub-Committee	Council Chairman & Vice Chairman, Committee Chairmen, Bernard Kendall, Graham Larcombe
Risk Assessment Sub-Committee	Eddie Andrews, Mike George, Andrew Kent, John Meech
Surrey County Assn of Parish & Town Councils	John Meech (sub - Michael Miller)
Staff Sub-Committee	Council Chairman & Vice-Chairman Committee Chairmen, Denese Brooke-Harte
Standing Orders Sub-Committee	Council Chairman and Committee Chairmen, Diana Andrews

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. The Committee approves expenditure recommended by the Leisure & Amenities and Planning & Development Committees. Accounts are checked regularly and two councillors conduct an internal audit prior to each F & GP Committee meeting.

Finance

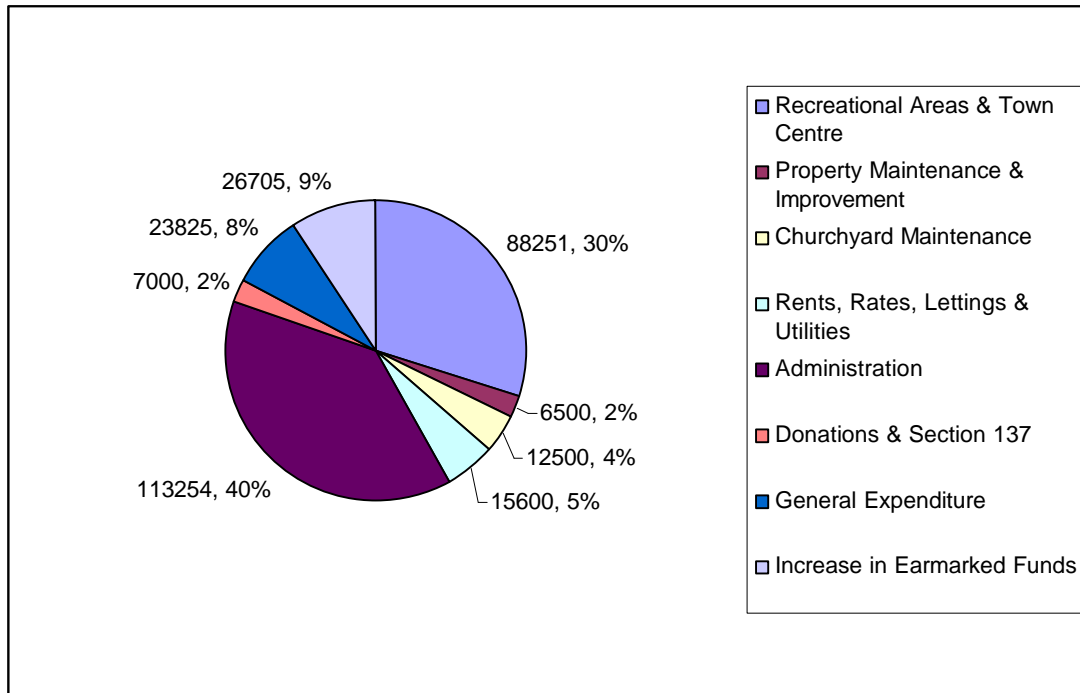
The Town Council's net expenditure budget for 2004/05 was £223,500. This sum is raised in total from residents of the town as the Town Council receives no central

government grant. The Town Council is fully accountable to residents each year through the Annual Town Meeting, held this year on 28 April 2005. At the end of the financial year 2004-2005, the Council accounts remain in a healthy state and, when the balance sheet is drawn up, the reserves are likely to be excess of the £25,000 forecast.

The Council's accounts are run strictly in accordance with various statutory instruments and guidance from the National Association of Local Councils. In the financial year 2003/2004 the Council fully complied with the updated Audit Regulations for 2003. 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 HLB Audit plc, the external auditors, our accounts were fully in accordance with the Audit Commission's requirements.

In the past financial year the Town Council made donations under Section 137 of the Local Government Act 1972. A grant of £12,000 was also awarded to the Churchyards Committee to help maintain the Horley Parish Churchyards.

The Parish element of Council Tax for 2005/2006 has been set at £245,074, which represents an annual increase of £2.41 per household. Earmarked funds (funds which are ring fenced for future liabilities) have been increased substantially by an additional £26,705 to prepare for future funding on several key projects. The pie chart below describes the apportionment of overall expenditure:



Forecast Expenditure 2005/06

Administration

A number of administrative improvements have been made in the past financial year. The web site recently underwent a further facelift using latest technology. The business directory is also up and running.

Regular issues of our newsletter, Horley Highlights, are produced and are delivered to all households in Horley. We are also working on the new edition of the Horley Town Guide, which will be delivered to all local households this Summer.

Government Initiatives

The Council has fully revised its Freedom of Information Act Publication Scheme for 2004, which allows members of the public access to specified council documentation and

publications. The Council's Risk Assessment has been comprehensively revised, following consultation with the F&GP sub committee. We have liaised with the Leisure & Amenities Committee and have approved its recommendation that urgent work be carried out on trees at Court Lodge Playing Fields and at the A23 Recreation Ground.

Our Chairman has referred to our successful application for quality status. This has further given us the benefit of a successful bid for £5,000 towards significant improvements to our web site, IT equipment and for consultancy services.

Albert Rooms

The Albert Rooms continues to be a popular venue for regular activities such as country dancing, pilates, kick boxing etc. It is also a permanent home for Kidzone, an after school club.

Town Council Offices

The Council Chamber is also available for hire and is used for small meetings, seminars and instruction classes.

Surrey County Council owns the Town Council Offices. Currently the Town Council is on a rolling six-month notice period to vacate. The Council intends to find suitable premises with good community facilities. A number of options are being considered but it is clear that the final solutions will take some time to materialise. Given the current state of disrepair of the existing offices it will be essential to produce a short term solution to the immediate problem. Our budget allows for the expected costs of relocation.

Acknowledgments

Finally, I must extend my thanks to Alan Jones and Carol Fenton for their hard work in all matters relating to this Committee. I would also like to thank Sue Dalley for her diligent work on the accounts and her regular attendance at internal audit.

Lastly my thanks must be recorded to all members of the Committee for their hard work throughout the past year.



Tony Breen

Chairman, Finance & General Purposes Committee
8 April 2005

LEISURE & AMENITIES COMMITTEE REPORT 2004/05

Committee Members

Simon Marshall	[Chairman]
Jack Chapman	[Vice Chairman]
Eddie Andrews	
Debbie Ashley-Smith	
Sarah Branwhite	
Denese Brooke-Hart	
Mike George	
Maureen Goldsmith	
Graham Larcombe	
John Meech	
Michael Miller	
Tania Peppiatt	

L & A Committee - Outside Bodies and Sub-Committees

Allotments Representative	Jack Chapman
Churchyards Committee	Sarah Branwhite & Andrew Kent
Emlyn Meadows Advisory Committee	Sarah Branwhite, Mike George, Mo Goldsmith, Simon Marshall, Barry Weston plus other local representatives
Gatwick Greenspace Partnership	Mike George (Sub – Denese Brooke-Harte)
Horley in Bloom	Sarah Branwhite – Chairman (All members welcome)
Surrey County Playing Fields Assoc.	Michael Miller
Town Centre Management Group	Mo Goldsmith, Debbie Ashley-Smith
Youth Matters Sub-Committee	Debbie Ashley-Smith, Sarah Branwhite, Denese Brooke-Harte, Jack Chapman, Michael Miller, Tania Peppiatt

Report

The Town Council provides and maintains four recreation areas, which are situated at the A23 Recreation Ground, Court Lodge Fields, Michael Crescent Centenary Park and Emlyn Meadows. It also provides a grant to maintain the Churchyards, manages the Church Road Allotments and is responsible for certain landscaped areas and the provision of hanging baskets in the Town centre. The Committee supports projects such as Horley in Bloom and is also represented on several youth projects.

This year we appointed Reigate & Banstead Borough Council as our Grounds Maintenance Contractor for the next five years. I am sure that the Town Council will have a good relationship with this contractor and I have regular meetings with their representatives to discuss any problems.

During the last year the Town Council has continued to work hard to improve its recreation grounds. There are new safety surfaces in the children's play area at the A23 Recreation Ground, as well as new swings and a new fence. Improvements have also been made to the Ornamental Gardens and the Memorial Gardens.

My Vice Chairman and I continue to inspect our recreational facilities on a weekly basis. Our Grounds Maintenance Contractor inspects all our playground equipment each day and an independent Contractor carries out a monthly check. During the past year the equipment has also been inspected by The Royal Society for the Prevention of Accidents (RoSPA) and Wicksteed Leisure. Any serious faults are rectified immediately.

On a sad note, vandalism in our recreation grounds has continued during the past year. We have experienced large amounts of rubbish and broken glass being strewn across

our grounds, dog bins have been set alight and litter bins knocked over. There have been problems at Michael Crescent Centenary Park, where large numbers of youths were gathering regularly, causing a nuisance to residents. However, since we removed the picnic table and bench, acting upon Police advice, this area has quietened down. We also have regular meetings with the local Police to try to find ways to stop the vandalism.

During the year we installed CCTV cameras in all the recreation grounds. This is helping to curb the vandalism and has also resulted in the police making an arrest.

We have started the first stage of the Nature Trail Project at Emlyn Meadow by planting 60 trees of different varieties, with the assistance of the Gatwick Greenspace Partnership (formerly the Horley Crawley Project), pupils from various local schools and Surrey County Council. The project will take several years to complete. The Committee for this project has representatives from the Town Council, the Horley Learning Partnership, the local Police and Surrey County Council. We would also welcome any local residents who wish to become involved. Please contact the Town Council Offices for further details.

We have formed a Youth Council consisting of local youngsters, who meet and discuss their concerns, which are then passed on to the Town Council for consideration. I attended one of their meetings and was most impressed by their enthusiasm. I hope that the Youth Council will continue to flourish. The Youth Council is currently looking for new members and any interested teenagers should contact the Town Council for further details.

Finally, I wish to extend my thanks to my Vice Chairman, Jack Chapman, the rest of the committee and the Staff. They have all worked extremely hard throughout the past year and this is reflected in the Committee's many achievements.



Simon Marshall

*Chairman, Leisure & Amenities Committee
30 March 2005*

PLANNING & DEVELOPMENT COMMITTEE REPORT 2004/05

Committee Members

Andrew Kent	[Chairman]
Diana Andrews	[Vice-Chairman]
Sarah Branwhite	
Denese Brooke-Harte	
Jack Chapman	
Graham Larcombe	
Simon Marshall	
John Meech	
Michael Miller	
Tania Peppiatt	
Andrea Venn	
Barry Weston	

P & D Committee - Outside Bodies and Sub-Committees

Area Passenger Transport Consultative Gp	Denese Brooke-Harte
Campaign to Protect Rural England	Jack Chapman
Fastway Liaison Group	Sarah Branwhite, Bernard Kendall, Graham Larcombe, Tania Peppiatt
Gatwick Airport Consultative Committee	Bernard Kendall (Sub – Barry Weston)
Horley Alliance	Council Chairman, P&D Chairman & Vice-Chairman, F&GP Chairman
Horley Master Plan Advisory Committee	All Town Councillors plus representatives of other local organisations
Horley Master Plan Consultative Forum	Diana Andrews, Andrew Kent
Horley Town Centre Task Group	Diana Andrews, Barry Weston

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 relate to Gatwick Airport. However, the Council has this year established an improved dialogue with neighbouring districts and now routinely receives consultations from Mole Valley and Tandridge.

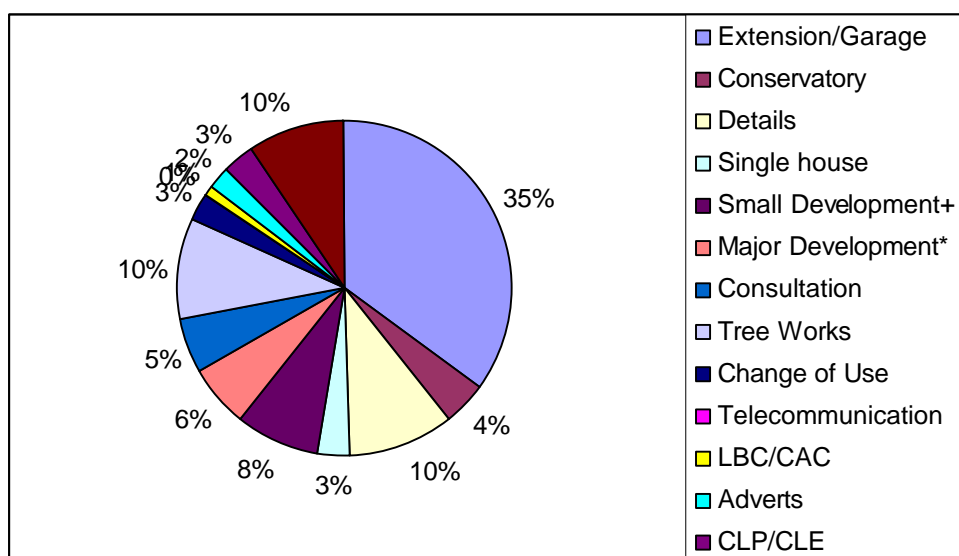
Procedures

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. Since the last Town Meeting the committee has met for 12 Full Meetings, 3 Interim Meetings and one Extraordinary Meeting. Interim meetings were replaced with additional Full Meetings at the Annual Meeting of the Council in June. Such is the workload that we have met three times more frequently than the other committees. We considered a total of 389 applications between March 30th 2004 and 15th March 2005. A breakdown of the types of application considered is shown on the attached spreadsheet:

Planning Applications: Statistics

PLANNING APPLICATIONS				
TYPE	No. 2003	No. 2004	No. 2005	PERCENTAGE
Extension/Garage	138	130	136	35%
Conservatory	31	24	16	4%
Details	34	54	40	10%
Single house	14	23	12	3%
Small Development ⁺	25	20	32	8%
Major Development [*]	NA	NA	23	6%
Consultation	16	14	21	5%
Tree Works	15	20	38	10%
Change of Use	15	21	10	3%
Telecommunication	4	1	0	
LBC/CAC	NA	5	4	1%
Adverts	NA	NA	8	2%
CLP/CLE	NA	NA	12	3%
Other	36	37	37	10%
Total	328	349	389	100%

⁺2-20 units ^{*}20 or more units



Breakdown of applications 2004/05

SMALL DEVELOPMENTS			
LOCATION	No. of UNITS	LOCATION	No. of UNITS
10A-10B High St	4 retail/4 flats	BMC Station Approach (x4)	14 flats
10-22 Upfield (x3)	9 houses	2 Parkhurst Rd	4 cottages
Glenrose	6 flats	2 The Drive (x3)	4 flats
Brook Farm	3 farm buildings	24 & 26 Chaffinch Way (x2)	2 houses
58 Bonehurst Rd (x3)	18 flats	38 & 40 Chaffinch Way (x2)	2 houses
5 Wolverton Close	3 bungalow	53-63 Meath Green Lane (x2)	17 houses
Mill Croft	2 houses	10 Chaffinch Way	2 houses
1-3 Kingsley Rd (x3)	6 houses	2 Bullfinch Close	3 houses
15-17 Church Rd	2 apartments	3-15 Balcombe Rd	10 houses

MAJOR DEVELOPMENTS			
LOCATION	No. of UNITS	LOCATION	No. of UNITS
Cooper Lodge (x4) PI App 1269	50 Assisted Living Units	North East Sector (x3) PI Appl 1778	600 dwellings
Cooper Lodge (x5) PI App 1302	28 units	North East Sector (x6) PI Appl 2354	252 dwellings Phase 1
North West Sector PI Appl 2120	1510 dwellings	North East Sector (x4) PI Appl 2486	Phase 1 & 2 Infrastructure

Public Representation

Representations were made at the Public Forum on twelve occasions. These concerned the following applications & issues: 5 Wolverton Close, 10-10B High St, 1-3 Kingsley Rd (x2), Horley Town Football Club floodlighting, Parish Poll (x2), North West Sector, Wilgers Farm, BMC Station Approach, Horley Dial-a-Ride, North East Sector.

Consultations

The committee has responded to the following consultations:

Protecting against Airport Noise and Protecting against Blight
Waste Development Framework for Surrey
Fastway (on-going)
Town Centre Redevelopment (on-going)
See also Horley Master Plan

Public Inquiries

Summerplace (S. Branwhite) - successful
Public footpath 576, Queens Rd to Parkway (M. George) - successful
NB Update from 03/04 Woodleas (T. Peppiatt) - successful

Horley Master Plan

Parish boundary walk (28th March 2004)
Horley Master Plan Consultative Forum (6 meetings with RBBC)
Horley Master Plan Advisory Committee (4 meetings)
Meeting with Environment Agency (arranged by the MP) on flooding (11th June)
Town Meeting for Parish Poll (12th August)
Written responses to the Local Plan Modifications (18 objections inc. Flood Study Review by J. Bartlett)
Focus meeting with Environment Agency and J. Bartlett (arranged by the MP) on flooding
Meeting with Surrey County Council (arranged by the MP) on transportation
Presentation of Town Councils objections to North East Sector planning applications at RBBC planning meetings (10th & 23rd March)

Acknowledgements

Finally, I would like to thank my Vice-Chairman, Cllr. Diana Andrews and members of the Committee for their work throughout the year. I also thank the Clerk, Deputy Clerk and Assistant Clerk for their excellent administration and advice in support of all Committee matters. The work of this committee has again increased this year with not only a 11% increase in planning applications but also a huge investment of time on the Horley Master Plan.

Andrew Kent

Chairman, Planning & Development Committee, 8 April 2005

FUNCTIONS ATTENDED BY THE TOWN MAYOR

Throughout the municipal year 2004/05 the Town Mayor, on some occasions accompanied by other Town Councillors, represented the Town Council at the following meetings and events:

BAA Champagne Reception at Westminster Abbey
Annual Meeting of SCAPTC
Meeting of the Horley Youth Council
Opening of Horley Town Football Club
Town Centre Workshop
Opening of Tesco Express
Reception for sponsors of Town Centre hanging baskets
Horley Fuschia & Geranium Show
Horley in Bloom Awards
Royal British Legion Awards
Meeting with representatives of Horley History Society
Town Award Holders' Lunch
Surrey County Playing Fields Association AGM
Spice Boys Appeal – Guildford Crown Court
Opening of Bateman Funeral Services
Horley Town Centre Task Group
Completion of the Public Enquiry concerning Woodleas
Meeting with BAA and Renaissance Hotel to discuss local projects
Saint Hill Gala Charity Concert
Opening of the Horley Learning Partnership
The Remembrance Day Service and Parade
Chinese New Year celebrations at the China China Restaurant
Mayor's Ball in Redhill
St Patrick's Day Parade in Crawley
Charity football match at Three Bridges Football Club (in aid of John Laycock's 25 years of service to the Gatwick Football League).

TOWN AWARDS

The Town Awards scheme has been in operation since 2000, the first awards were presented at the Annual Town Meeting of 10 April 2000. Nominations for the Town Award 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 recommendations to the Finance & general Purposes Committee. 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.

This year's recipients will be:-

Barbara Hall

Barbara Hall has been supporting local charitable organisations for more than forty years. In recent times she has become even more involved in the town of Horley.

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. She is also actively involved with Open Line through the Horley Help Shop.

David Hall

David Hall has been supporting the local community for over forty years. He has been actively involved in local voluntary work and charity work, as well as being a School Governor and a member of Surrey County Council.

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.

John Melvin

John Melvin has been an active member of the Horley Lions Club since 1974 and has been President on three occasions, 1976, 1982, 2003.

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. Over twenty two years he has personally sorted some quarter of a million books and his efforts have made a substantial contribution towards the Lions' funds..

Previous recipients of the Town Award:-

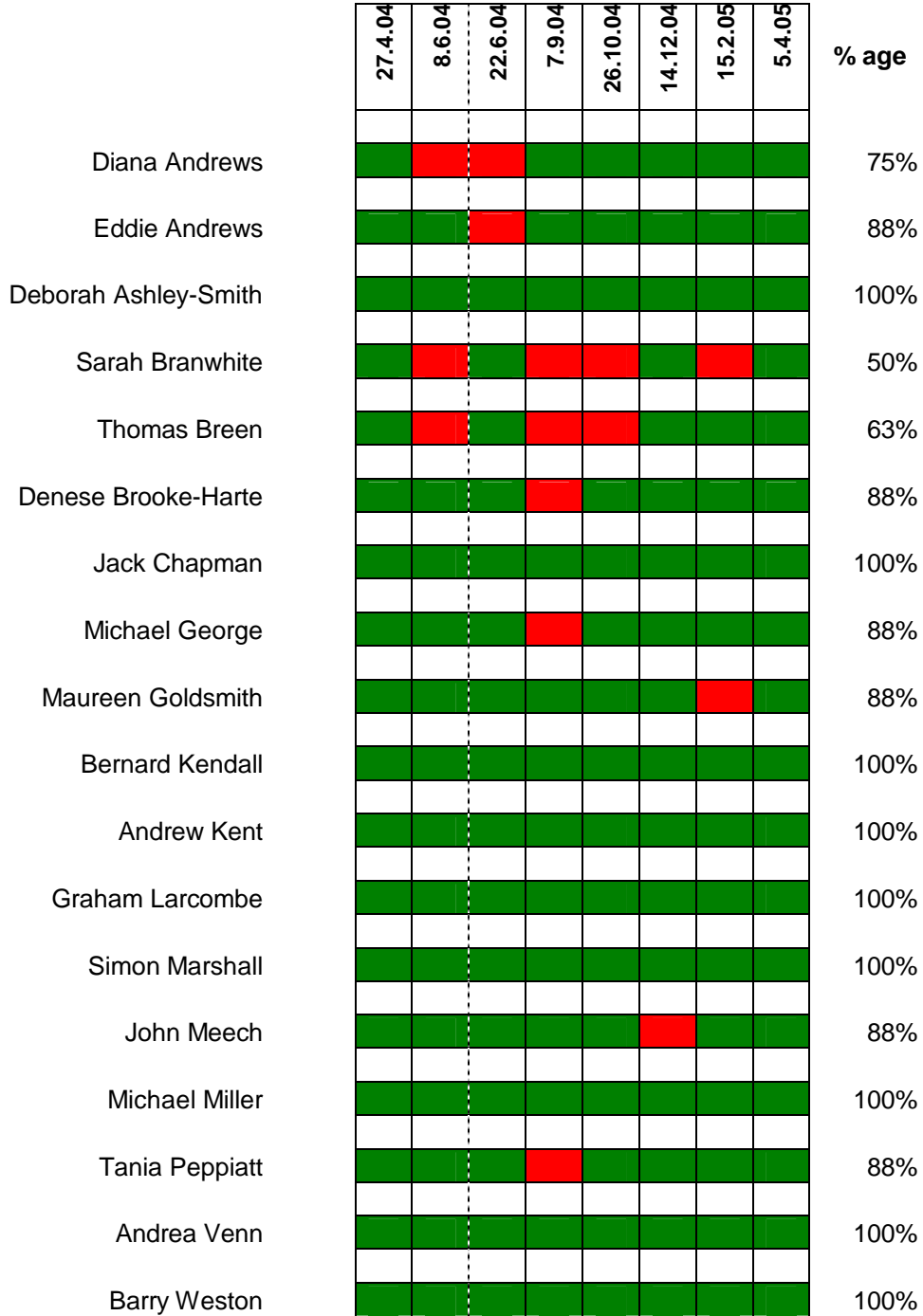
2004	Mr Gordon McGinty	For his outstanding services to the community in promoting and encouraging the youth of Horley, and for his many years as school governor of Oakwood school.
2004	Mrs Gill Partridge	In recognition of her tireless commitment to the community in building strong twinning links with Vimy, promoting an exchange of language, culture, friendship and tolerance.
2004	Mr Douglas Simpson	In recognition of his tireless efforts in campaigning for environmental issues in Horley and, more recently his knowledge on local flooding issues.
2002	Mr Walter Jupp and Mrs Doreen Jupp	For their joint contribution to the people of Horley by continuous and consistent support of the local community, for involvement in Horley Citizens Advice Bureau and Regent Hall Day Centre, and other initiatives over the past thirty years.
2002	Mr 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.
2002	Mr 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.
2000	Mr 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.
2000	Mrs Joan Fewtrell and Mr 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.
2000	Mr Lew Targett	For services to Horley's Cub and

Scout movement.

- | | | |
|-------------|-------------------|---|
| 2000 | Mrs Penny Jeffers | In recognition of her loyal and dedicated services to education as Head Teacher of Court Lodge Infant School. |
| 2000 | Mr Richard Smith | For services to Horley as Chairman of the Town Council, and raising the profile and reputation of the town. |
| 2000 | Mr 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

2004/2005



= present
 = apologies

FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS

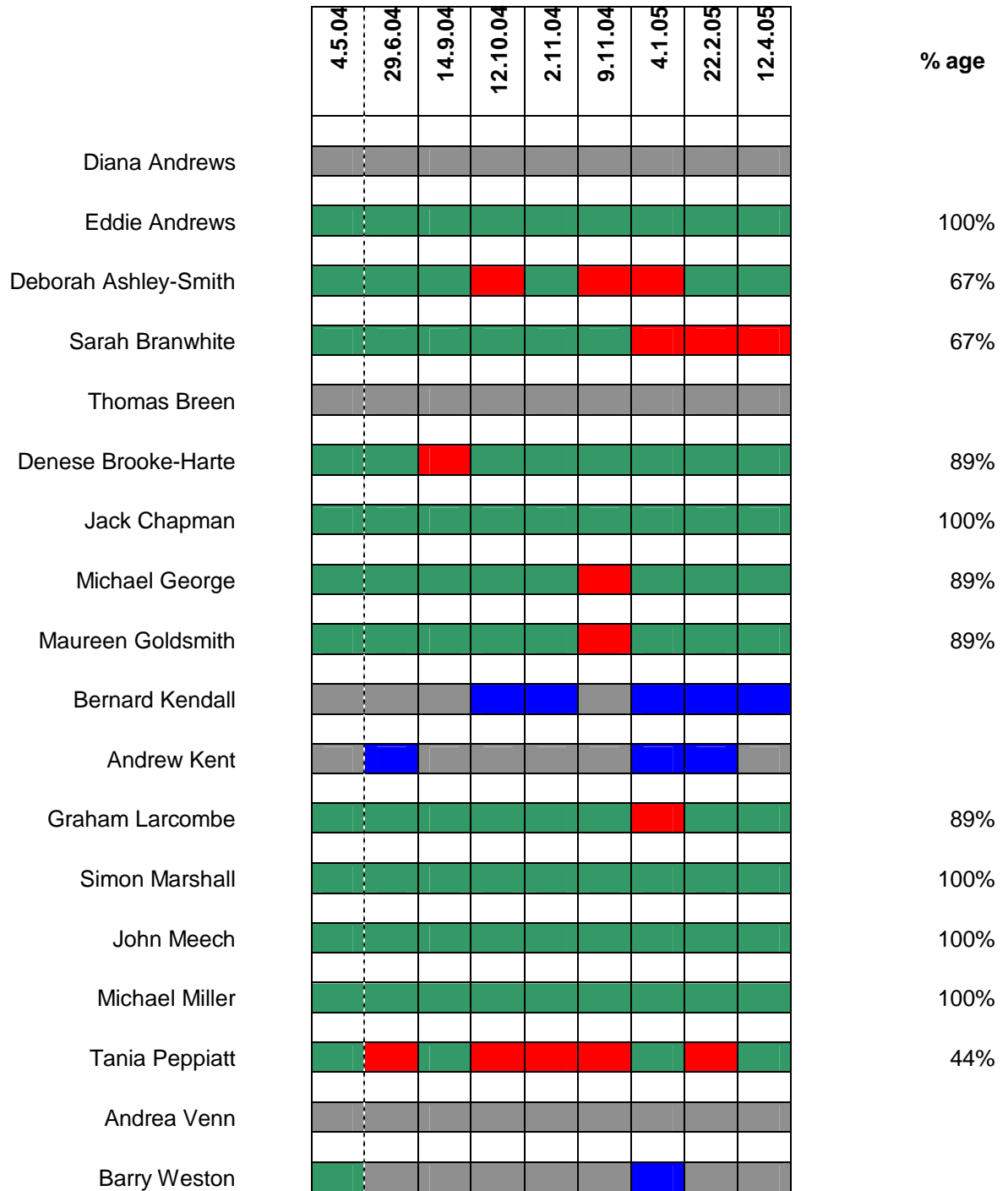
2004/2005

	18.5.04	20.7.04	5.10.04	23.11.04	25.1.05	15.3.05	% age
Diana Andrews	present	present	present	present	present	present	100.00%
Eddie Andrews	present	present	present	present	present	present	100.00%
Deborah Ashley-Smith	not a member of this c'tee but in attendance	present	present	present	present	present	100.00%
Sarah Branwhite	present	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Thomas Breen	present	present	apologies	present	apologies	present	66.00%
Denese Brooke-Harte	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Jack Chapman	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Michael George	present	present	present	present	present	present	100.00%
Maureen Goldsmith	present	present	present	apologies	present	present	83.00%
Bernard Kendall	present	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Andrew Kent	present	present	present	present	present	present	100.00%
Graham Larcombe	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Simon Marshall	present	present	present	present	present	present	100.00%
John Meech	present	present	apologies	apologies	present	present	66.00%
Michael Miller	present	present	present	present	present	present	100.00%
Tania Peppiatt	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	not a member of this c'tee but in attendance	
Andrea Venn	present	apologies	apologies	apologies	present	present	50.00%
Barry Weston	not a member of this c'tee but in attendance	present	present	present	present	present	100.00%

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

LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS

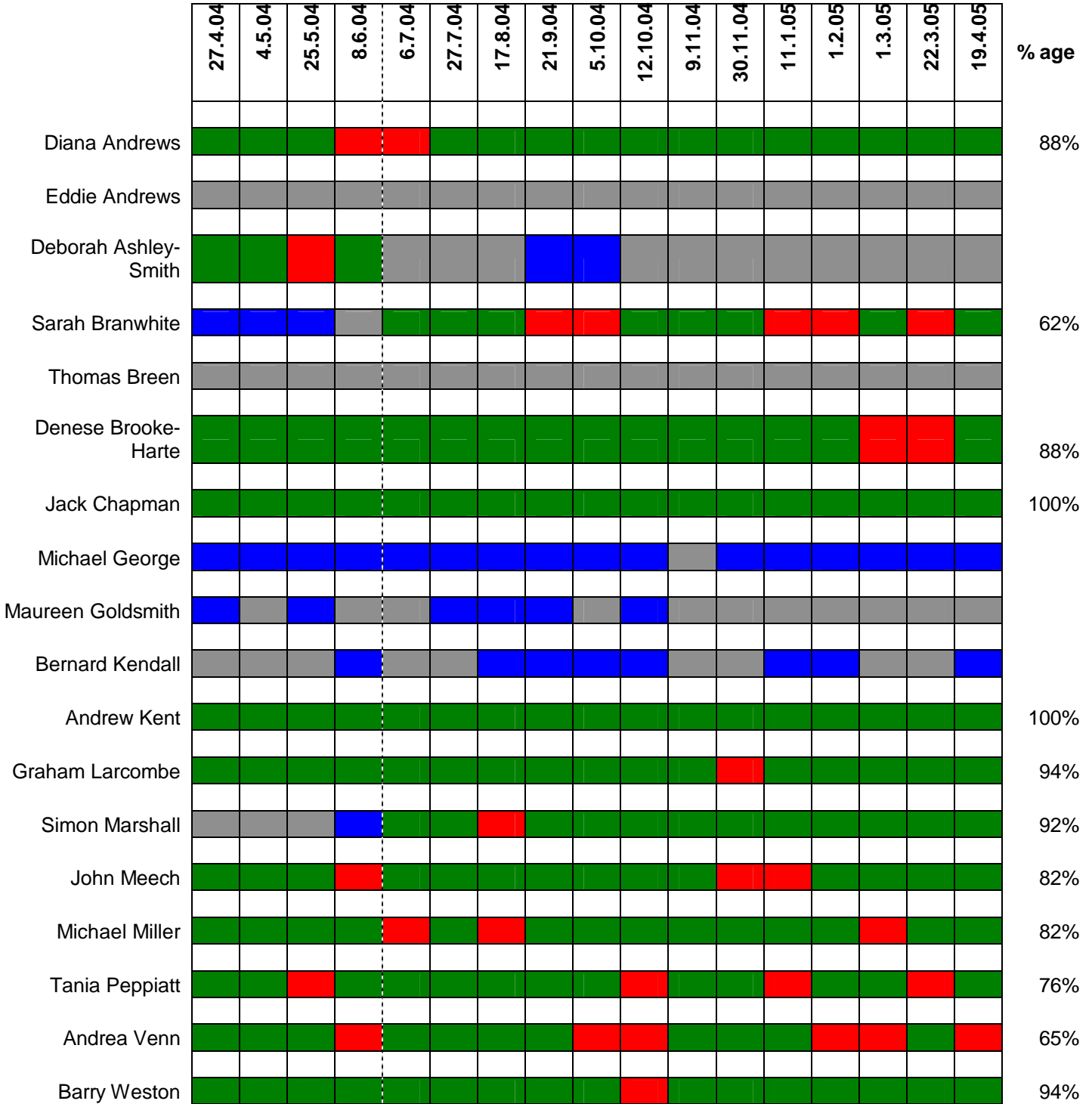
2004/2005



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

PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS

2004/2005



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

Balance Sheet
as at 31/03/2004

<i>Year Ended</i> 31st March 2003		<i>Year Ended</i> 31st March 2004
	LONG TERM ASSETS	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
3,889.86	Debtors (Net of provision for doubtful debts)	2,038.46
2,625.00	Payments in advance	0.00
5,027.95	VAT Recoverable	13,706.20
	Temporary lendings (investments)	0.00
0.00		
65,989.55	Bank and Cash	72,229.54
77,532.36	TOTAL ASSETS	87,974.20
	CURRENT LIABILITIES	
15,159.53	Creditors	26,614.40
0.00	Temporary borrowing	0.00
62,372.83	NET ASSETS	61,359.80
	Represented by:	
50,077.58	General fund balance	35,064.55
	Reserves:	
0.00	Capital	0.00
12,295.25	Earmarked	26,295.25
0.00	External	0.00
0.00	Adjustments	0.00
62,372.83		61,359.80

Income & Expenditure Account
01/04/2003 to 31/03/2004

<i>Year Ended</i> <i>31st March 2003</i>		<i>Year Ended</i> <i>31st March 2004</i>
	Income	
167,204.84	Income	191,930.64
312.31	Administration	235.43
13,856.31	Community Centres	17,397.12
528.60	General	12,918.00
5,222.00	Lettings & Rents	7,554.87
	Court Lodge	1,704.16
5,336.16	Innes Pavilion	1,609.47
	A23 Recreation Ground	1,105.15
	Allotments	3.45
	Town Centre	12,211.05
	Grants & Donations	250.00
	Value Added Tax	11,165.99
192,460.22		258,085.33
	Expenditure	
15,186.79	Administration	11,507.97
	Community Centres	100.00
21,139.01	General	46,649.14
5,204.73	Rates and Utilities	5,480.39
1,466.42	Maintenance & Repair	10,461.41
	Lettings & Rents	1,002.50
11,668.22	Court Lodge	22,552.82
6,316.00	Innes Pavilion	-998.20
6,975.91	A23 Recreation Ground	8,609.01
2,922.89	Michael Crescent	2,670.98
328.68	Miscellaneous	1,636.57
32,936.25	Grounds Maintenance	33,385.87
506.43	Allotments	1,106.45
1,366.64	Town Centre	14,415.96
71,852.94	Salaries	84,332.65
6,130.00	Sect 137 Expenditure	-1,900.00
10,000.00	Grants & Donations	18,074.00
1,204.75	Earmarked Funds	0.00
0.00	Provision for Doubtful Debts	0.00
195,205.66		259,098.36
	General Fund	
	Balance at 1st. April 2003	50,077.58
	ADD Total Income	258,085.33
		308,162.91
	DEDUCT Total Expenditure	<u>259,098.36</u>
		49,064.55
	Transfer to Earmarked Reserves	-14,000.00
	Balance at 31st. March 2004	35,064.55

HORLEY TOWN COUNCIL

Supporting Statement to the Accounts for the Year Ending 31 March 2004

1. Fixed Assets

1.1 Community Assets:

As at 31 March 2004 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

		890,177

1.2 Other Fixed Assets:

As at 31 March 2004 the following fixed assets were held at the following book value:

a.	Council offices' fixtures and fittings and business equipment	25,506
b.	Innes Pavilion and Court Lodge Playing Fields (equipment per inventory)	6,342
c.	Albert Rooms (inventory of furniture, equipment and appliance	7,262
d.	A23 Recreation Ground equipment, street furniture etc	41,703

		80,813

	Total fixed assets	£970,990
		=====

2. Borrowings

At the close of business on 31 March 2004 there were no loans outstanding.

3. Leases

- ? Horley Bowls Club: forty-five year lease of land at A23 Recreation Land
- ? Horley Sport (Social) Club: twenty-five year full maintenance lease of the Innes Pavilion
- ? 1st Horley Scout Group: ninety-nine year full repairing lease of land and building at Michael Crescent

4. Debts Outstanding & Prepayments

All outstanding debtors were paid by 30 June 2004.

5. Reserves

Reserve Funds as at 31 March 2004 were: **£35,065**

6. Earmarked Reserves

Earmarked Reserves as at 31 March 2004 were: **£26,295**

7. Tenancies from Council

During the year the following tenancies were held:

- | | | |
|----|--|---------------|
| a. | Innes Pavilion. Horley Sports (Social) Club.
Full maintenance 25-year lease. Per annum: | £2,080 |
| b. | Albert Rooms Offices. Citizens Advice Bureau.
Non-repairing Rent per annum: | £3,700 |
| c. | Old Squash Court Michael Crescent. 1 st Horley Scouts.
Repairing. Rent per annum: | £50 |
| d. | Horley Bowling Club
Lease of land. Rent per annum | £201 |

8. Tenancies to Council

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

9. Section 137 Payments

Section 137 of the Local Government Act 1972 enables the Town Council to spend up to £5.00 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31 March 2004 has been calculated as number of electors 15,535 x £5.00 = £77,675

Payments during the year amounted to **£385** represented by:

- £150 to Royal British Legion, Horley Branch
- £100 to Horley Anti-Runway Campaign
- £100 to Surrey Police for youth litter and cleanup project
- £35 to Surrey Crimestoppers

10. Agency Work

During the year the Council undertook no agency work on behalf of any other authorities.

11. Advertising & Publicity

The sum spent during the year was: **£246**

13. Contingent Liabilities

There were no contingent liabilities as at 31 March 2004

14. Pensions

For the year ending 31 March 2004, the Council's contributions equal 215% of employees' superannuation pay plus an additional monetary sum of £7,585 per annum.