



# **HORLEY TOWN COUNCIL**

**ANNUAL REPORT 2005 - 2006**

*Published 27 April 2006*

INTRODUCTION .....	3
TOWN COUNCILLORS .....	4
POLITICAL BALANCE OF THE COUNCIL .....	5
SUB-COMMITTEES 2005/2006 .....	7
OUTSIDE BODIES 2005/2006 .....	9
STATISTICS AND INFORMATION .....	11
CHAIRMAN'S REPORT: THE MUNICIPAL YEAR UNDER REVIEW .....	12
FINANCE & GENERAL PURPOSES COMMITTEE REPORT 2005/06 .....	13
LEISURE & AMENITIES COMMITTEE REPORT 2005/06 .....	16
PLANNING & DEVELOPMENT COMMITTEE REPORT 2005/06 .....	18
FUNCTIONS ATTENDED BY THE TOWN MAYOR .....	21
TOWN AWARDS .....	22
OBITUARY .....	25
FULL COUNCIL ATTENDANCE STATISTICS .....	26
FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS .....	27
LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS .....	28
PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS .....	29
BALANCE SHEET AS AT 31/03/2005 .....	30
INCOME & EXPENDITURE ACCOUNT 2004/05 .....	31
SUPPORTING STATEMENT TO THE ACCOUNTS .....	32

## INTRODUCTION

This is the third 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.

It incorporates all the statutory committee reports made by the Town Council's committee chairmen to be presented at the Annual Town Meeting on 27 April 2006, and also includes a variety of information and statistics. At the time of producing this annual report our accounts for 2005/06 are not yet available, therefore we have included financial information relating to the financial year 2004/05. It is anticipated that the unaudited accounts for 2005/06 will be available to the public for inspection in June 2006 and the audited accounts will be available in September 2006.

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 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 [alan.jones@horleysurrey-tc.gov.uk](mailto:alan.jones@horleysurrey-tc.gov.uk).



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

14 April 2006

## TOWN COUNCILLORS

### Horley North

Mrs Sarah Branwhite	IND	21 Oakside Lane, Horley RH6 9XS	784765
Mr Simon Marshall	CON	12 Castle Drive Horley RH6 9DB	786859
Mr Michael Miller *	CON	50 Haroldslea Drive, Horley RH6 9DU	784201
Dr Richard Olliver	IND	2 Limes Avenue, Horley, RH6 9DH	786710

### 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, Horley, RH6 9DR	430611
Mr John Meech ++	CON	41 Castle Drive, Horley RH6 9DD	783655

\* Town Mayor and Chairman of the Town Council

++ Vice Chairman of the Town Council

<b>Key:</b>	<b>Political Affiliation</b>
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 Tania Peppiatt were co-opted on 20 May 2003. Tania Peppiatt resigned from the council on 6 December 2005 owing to ill health. Richard Olliver was co-opted on 14 February 2006

<b>Town Clerk</b> Alan Jones	Council Offices, Albert Road, Horley, RH6 7JA	784765
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## 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	2	25%
UK Independence Party	1	8%
	<u>12</u>	

#### Leisure & Amenities Committee

Conservative Party	6	55%
Liberal Democrat Party	2	18%
Residents Associations	1	9%
Independent	2	18%
	<u>11</u>	

#### Planning & Development Committee

Conservative Party	5	42%
Liberal Democrat Party	2	17%
Residents Associations	2	17%
UK Independence Party	1	8%
Independent	2	17%
	<u>12</u>	

## Committee Membership - 2005/2006

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

### Leisure & Amenities Committee

E Andrews  
Ms D Ashley-Smith  
Mrs S Branwhite  
J Chapman (**Vice-Chairman**)  
M George  
Ms M Goldsmith  
G Larcombe  
S Marshall (**Chairman**)  
J Meech  
M Miller  
R Olliver

### Planning & Development Committee

Mrs D Andrews (**Vice-Chairman**)  
Mrs D Brooke-Harte  
J Chapman  
M George  
A Kent (**Chairman**)  
G Larcombe  
S Marshall  
J Meech  
M Miller  
R Olliver  
Mrs A Venn  
B Weston

### Finance & General Purposes Committee

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

### Sub-Committees 2005/2006

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

<b>Standing Orders Sub-Committee</b>	Chairman of Council Committee Chairmen Diana Andrews	Finance & General Purposes
<b>Christmas Lights Advisory Committee</b>	Debbie Ashley-Smith, Graham Larcombe, Simon Marshall, Michael Miller, Barry Weston, Borough Cllr Allen Kay	Leisure & Amenities
<b>Emlyn Meadows Advisory Committee</b>	Jack Chapman, Mike George, Mo Goldsmith, Simon Marshall, Barry Weston County Cllr Kay Hammond Members of Public and Local Organisations	Leisure & Amenities
<b>Football Pitches Sub-Committee</b>	Jack Chapman, Simon Marshall and Assistant Clerk	Leisure & Amenities



### Outside Bodies 2005/2006

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

<b>Police Community Partnership Group</b>	Bernard Kendall Andrea Venn	Finance & General Purposes
<b>NCC – West</b>	Andrea Venn	Finance & General Purposes
<b>NCC – Central</b> (currently disbanded)	Bernard Kendall	Finance & General Purposes
<b>Surrey County Association of Parish &amp; Town Councils</b>	John Meech (substitute – Michael Miller)	Finance & General Purposes
<b>Surrey County Playing Fields Association</b>	Michael Miller	Leisure & Amenities
<b>Town Centre Management Group</b>	Debbie Ashley-Smith Denese Brooke-Harte	Leisure & Amenities
<b>Youth Matters Representative</b>	Debbie Ashley-Smith Simon Marshall (sub)	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 23,000 people residing within the boundary of this Council of which approximately 15,905 are registered electors.

The Precept is collected on the Town Council's behalf by Reigate & Banstead Council. For the fiscal year 2006/07, it is set at £255,790. This equates to a sum of approximately £30.40 per band D household. The Precept for the previous fiscal year 2004/05 was set at £245,074.

The main responsibilities of the Town Council are:

- A23 Recreation Ground including Memorial and Ornamental Gardens
- Albert Rooms lettings
- Allotments
- Children's Playgrounds
- Christmas Tree
- 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
- Town Guide
- 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 third year as Town Mayor and Chairman.

The municipal year 2005/06 has again been a very demanding one for this Council. The Town Council is working in partnership with many organisations as the relentless growth of Horley continues. The Town Council represents a powerful democratic voice of the local community and we shall do our utmost to ensure that changes are not made just for changes sake, but that Horley will receive the benefit of a great deal of improvements. For instance I am delighted that we have negotiated the benefit of substantial funding for a multi-purpose sports court in the A23 Recreation Ground, as a result of s106 planning gain. We have also received substantial funding from the Crime & Disorder Reduction Partnership, to which our Finance Chairman has referred in his report. These are examples of the confidence shown in the Town Council by other agencies.

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. We have published our councillors' attendance statistics at our many Council meetings, and these, I am sure you will agree, speak for themselves.

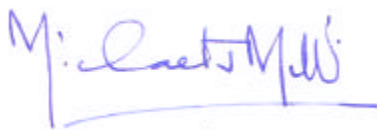
The Town Awards scheme has provided an important platform to recognise exceptional commitment and service to the community. This year's worthy nominee has in fact declined to accept the award and of course we respect this person's wishes. We shall continue to publish the names of all award winners in subsequent annual reports.

I am delighted that in 2005 we were able to launch our own grants scheme. We received a number of exciting and worthwhile projects for careful consideration. We had to make some difficult decisions, but we decided to award a total of £5,343 to 6 different local organisations.

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 commend their reports to you.

Looking forward, we expect 2006/07 to be an exciting and interesting year. In fact the Town Council is now committed to looking forward to planning for the next five years. I am delighted to be able to present at this Annual Town Meeting our first Corporate Plan for 2006/2010. It is a statement of the Town Council's vision and aspirations for Horley. We would however like members of the public to let us know what they think, so let us have your views on what you would like to see done in the next five years.

Lastly I must thank our hard working staff for their efforts throughout the past year.



**Michael J Miller**

*Chairman and Town Mayor*  
14 April 2006

## **FINANCE & GENERAL PURPOSES COMMITTEE REPORT 2005/06**

### **Committee Members**

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

### **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 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, which report back to this committee. These are listed earlier in the report,

### **Finance**

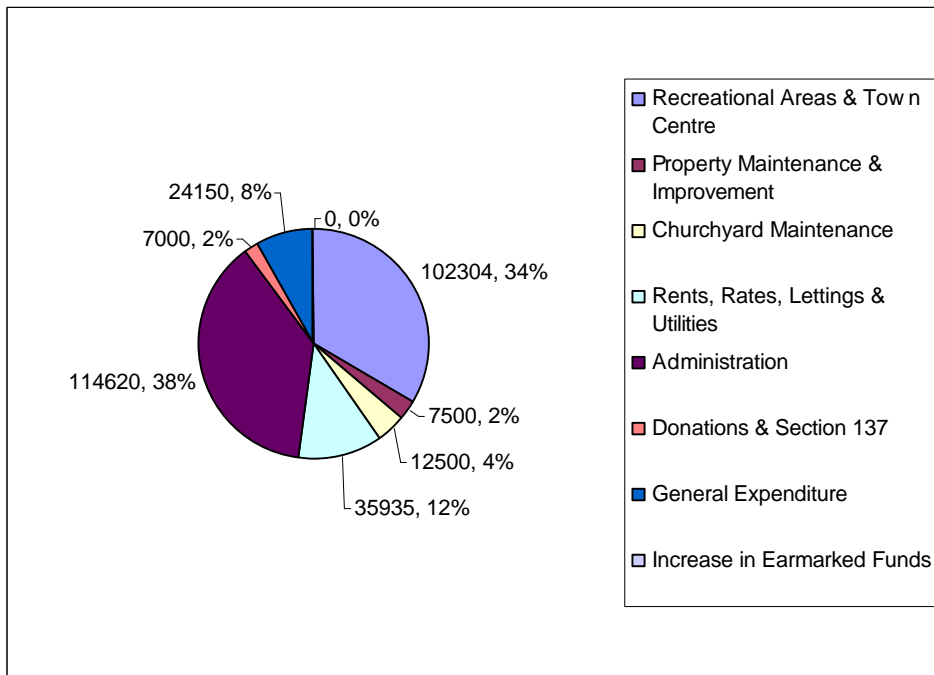
The Council's accounts are run strictly in accordance with various statutory instruments and guidance received from the National Association of Local Councils. I am pleased to report that all our procedures and internal controls were conducted to the satisfaction of the internal auditor. In the opinion of BDO Stoy Hayward plc, the external auditors, our accounts were fully in accordance with the Audit Commission's requirements. The audited balance sheet and income & expenditure sheet for 2004/05 are both shown at the end of this report.

At the end of the financial year 2005/2006, the Council accounts remain in a strong state and, when the balance sheet is drawn up, the general reserves are likely to be in excess of the £25,000 forecast. Although the precept is raised from residents of the town, unlike other higher tier authorities, the Town Council receives no central government grant. However, one of the benefits of achieving Quality Status in 2004 was that we were able to make a one-off successful bid for £5,000 to the Quality Parish Investment Fund.

Looking forward to the forthcoming financial year 2006/2007, the Parish element of Council Tax for has been set at £255,790, which represents an annual increase of £1.06 per Band D household. 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 will continue with its programme of enhancements to areas such as our recreation grounds and children's playgrounds. Financial assistance has already been promised from the Local Planning Authority from existing s106 planning agreements. This funding will be used specifically towards the provision of a multi-

purpose play area in the A23 Recreation Ground and will therefore take some pressure off our leisure capital budget next year. Over the years it has been sad for me to report the detrimental effect that vandalism has had on this council's budget. Consequently, crime prevention will remain a top priority, and encouraged by the confidence it has given the public, we shall provide additional CCTV cameras in appropriate recreational areas. Our Chairman has referred to our two successful applications to the Crime and Disorder Reduction Partnership. These bids which totalled £20,000 (and awarded in full) have been utilised to add 8 more cameras in recreation parks. I must also acknowledge the additional funding provided by County Councillors Dorothy Ross-Tomlin and Kay Hammond from the SCC Members Local Initiative Scheme. These contributions have enabled us to complete the CCTV project and, secondly, have enabled us to acquire an outdoor PA system which has been used on a number of occasions.



Forecast Expenditure 2006/07

### Administration

The web site has been subject to a third phase of development which has incorporated important improvements for accessibility for those partially sighted, a new intranet facility and changes to a "gov.uk" domain name. Businesses and local organisations continue to be added to our local directories. We now 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 who are based in North America. In February 2006 the web site received a record 10,000 visits.

Quarterly issues of our newsletter, Horley Highlights, are produced and delivered to the public using up to 50 distribution points. The 2005 Town Guide was produced last summer and delivered to all households. It has been well received by residents, tourists and local businesses alike. We are now starting to work on the 2007 edition of the Horley Town Guide. Having come to the end of our 3 edition contract with the current publisher, it gave us the opportunity to look at other companies, and I look forward to the 2007 when it will be produced by MAD Ideas, a local Horley publishing company.

### Government Initiatives

The Council has fully revised its Freedom of Information Act Publication Scheme for 2006, 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.

### **Albert Rooms**

The Albert Rooms goes from strength to strength and it has become a popular venue for regular activities such as country dancing, pilates, martial arts etc. and is often used seven days each week. This increased demand sometimes means that we unfortunately have to disappoint some hirers. However it is also a permanent home for Kidzone, an after school club and the Citizens' Advice Bureau.

### **Town Council Offices**

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

I am pleased to report that good progress has been made to relocate our offices and we have finally identified a suitable property. Having already been granted Change of Use by the planning authority, negotiations are taking place to acquire the property at 23 High Street at what we consider to be a very reasonable cost. The council will raise finance for its acquisition and refurbishment from the Public Works Loan Board, which provides funding for local authorities at competitive rates.

### **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 support at internal audit sessions.

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*  
14 April 2006

## LEISURE & AMENITIES COMMITTEE REPORT 2005/06

### Committee Members

Simon Marshall	[Chairman]
Jack Chapman	[Vice Chairman]
Eddie Andrews	
Debbie Ashley-Smith	
Sarah Branwhite	
Mike George	
Maureen Goldsmith	
Graham Larcombe	
John Meech	
Michael Miller	
Richard Olliver	

*Please note that a number of councillors serve on sub-committees and outside bodies, as listed earlier in the report, which report back to this committee.*

### Report

The Town Council provides and maintains four recreation areas, which are the A23 Recreation Ground, Court Lodge Fields, Emlyn Meadows and the Michael Crescent Centenary Park.

It also provides a grant to maintain the Churchyards manages the allotments and is responsible for certain landscaped areas in the town centre. There is a waiting list for the allotments, which are a great success. The Committee also supports projects, such as Horley in Bloom, and is represented on several youth projects.

Horley in Bloom continues to be very popular. However, due to a hosepipe ban this year we will have to be mindful of the lack of water, but still hope to be able to have a show.

Local businesses sponsored town centre planting again last summer and funding from the Members Local Initiative Scheme, provided by County Cllr Mrs Kay Hammond, supplied planters in the Horley Row area. In addition a grant from the Town Centre Management Group enabled further planters to be placed in Horley East.

The Youth Council, consisting of local youngsters, who discuss their concerns and then pass them to the Town Council for consideration, continues to meet regularly but needs some new members to make it the success it deserves.

This year has seen a lot of success for the Leisure & Amenities Committee. New children's play equipment, partly funded by a grant from the Gatwick Airport Community Trust, has been installed at the A23 Recreation Ground, along with some new safety surfaces. A multi-purpose court for the teenagers will be constructed shortly, adjacent to the skate park, thanks to Section 106 funding from the Borough Council. The Michael Crescent Playground has been completely re-surfaced with new safety tiles and two new sets of swings have also been installed there.

New CCTV cameras have been installed at the A23 recreation ground by the children's play area and the skate park, and they will shortly be installed at the Charlesfield Road entrance. There are also additional cameras at Court Lodge and Michael Crescent. We still experience acts of needless vandalism but, thanks to the CCTV cameras and extra help from the police, these have been reduced. I am continuing to hold monthly meetings with the Manager of the Grounds Maintenance Contract and also with the local police.



My Vice Chairman and I have continued to carry out a weekly inspection of all the recreational facilities, in addition to the contractors' inspections. I would like to take the opportunity to thank the contractors for all their help and hard work.

The development of the nature trail at Emlyn Meadow is continuing. This year we planted some more trees in the fenced-off area to replace those that had died. I would like to thank the Gatwick Greenspace Partnership for their help in endeavouring to obtain more sponsorship for this project and also to everyone else involved, including Councillors, local schools and members of the public. Funding has been provided by County Councillor Mrs Kay Hammond from the Members Local Initiative Scheme, which will enable us to develop the project further and a grant from the Gatwick Airport Community Trust has been used to purchase benches for the area. We are also currently having a bund constructed around Emlyn Meadow to prevent any incursions.

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  
14 April 2006*

## PLANNING & DEVELOPMENT COMMITTEE REPORT 2005/06

### Committee Members

Cllr. Dr. Andrew Kent      Chairman  
Cllr. Diana Andrews      Vice-Chairman  
Cllr. Sarah Branwhite  
Cllr. Denese Brooke-Harte  
Cllr. Jack Chapman  
Cllr. Graham Larcombe  
Cllr. Simon Marshall  
Cllr. John Meech\*  
Cllr. Michael Miller\*  
Cllr. Dr. Richard Olliver\*\*  
Cllr. Tania Peppiatt+  
Cllr. Andrea Venn\*  
Cllr. Barry Weston

\* Also Borough Councillor

\*\* Joined February 2006

+ Resigned August 2005

### P & D Committee Outside Bodies

Gatwick Airport Consultative Committee	Bernard Kendall
Rail Representative	Denese Brooke-Harte
Horley Alliance	Chairmen of Council, P&D, F&GP Vice Chairman P&D
Horley Master Plan Advisory Committee	All
Horley Masterplan Task Group	Chairman & Vice Chairman
Town Centre Revitalisation Working Gp	Diana Andrews, Barry Weston
Council for the Protection of Rural England	Jack Chapman

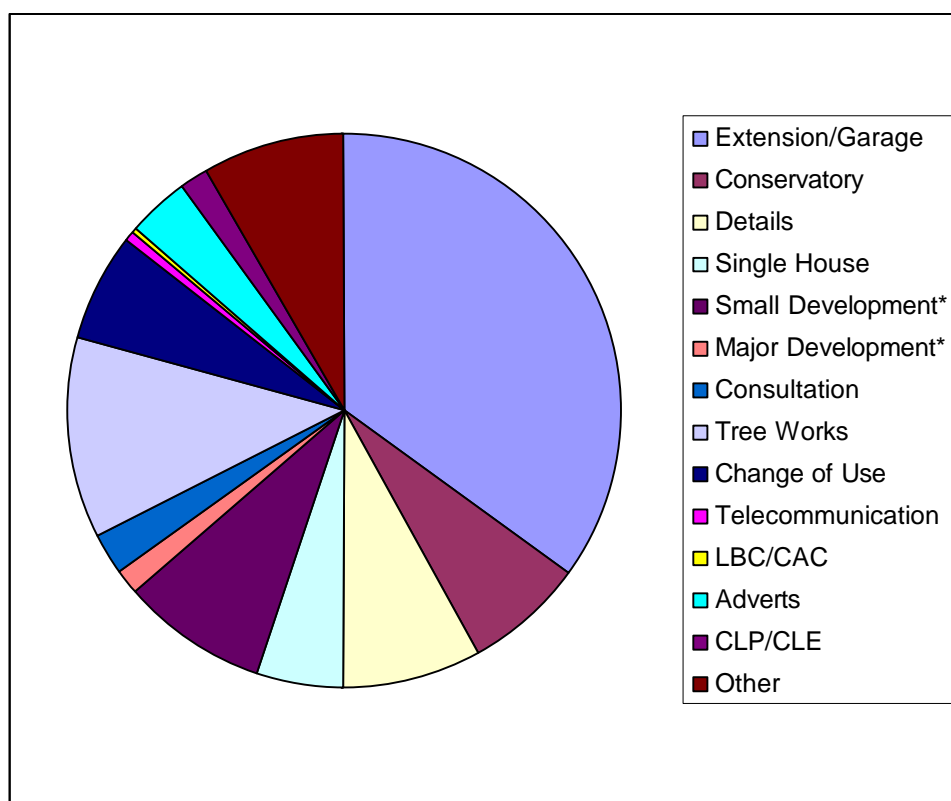
### Committee Responsibilities

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. Since the last Town Meeting the committee has met for 14 Full Meetings. We considered a total of 288 applications between March 22nd 2005 and 14th March 2006. A breakdown of the types of application considered is shown on the attached spreadsheet.

## Planning Applications



Analysis of applications 2005/06

PLANNING APPLICATIONS				
TYPE	No. 2004	No. 2005	No. 2006	PERCENTAGE
Extension/Garage	130	136	101	35%
Conservatory	24	16	20	7%
Details	54	40	23	8%
Single house	23	12	14	5%
Small Development <sup>+</sup>	20	32	25	8.5%
Major Development <sup>*</sup>	NA	23	4	1.5%
Consultation	14	21	7	2.5%
Tree Works	20	38	34	12%
Change of Use	21	10	18	6%
Telecommunication	1	0	2	0.5%
LBC/CAC	5	4	1	0.5%
Adverts	NA	8	10	3.5%
CLP/CLE	NA	12	5	2%
Other	37	37	24	8%
Total	349	389	288	100%

<sup>+</sup>2-20 units <sup>\*</sup>21 or more units

SMALL DEVELOPMENTS			
LOCATION	No. of UNITS	LOCATION	No. of UNITS
Little Chart, Bayhome Lane	2 det. houses	BMC Station Approach, phase 2(x2)	14 flats
2 Bullfinch Close	3 ter. houses	10-22 Upfield (x3)	7 det. houses
3-15 Balcombe Rd (x2)	10 ter. houses	22-24 High St	3 flats
58 Bonehurst Rd (x3)	15 flats	116 Lumley Rd	14 flats

121 Smallfield Rd (x2)	18 flats	42-50 Limes Ave (x4)	7 dwellings
113-115 Balcombe Rd	19 flats	6-18 Station Rd	10 apartments
46-48 Victoria Rd (x2)	15 flats	111 The Crescent	7 dwellings

<b>MAJOR DEVELOPMENTS</b>			
<b>LOCATION</b>	<b>No. of UNITS</b>	<b>LOCATION</b>	<b>No. of UNITS</b>
53-63 Meath Green Lane (x2)	22 dwellings	North East Sector (x2) PI Appl 2486	Phase 1 & 2 Infrastructure
75-81 Balcombe Rd	21 dwellings		

### **Public Representation**

Representations were made at the Public Forum on three occasions. These concerned the following applications & issues: 113-115 Balcombe Rd, North East Sector, 42-50 Limes Avenue.

### **Consultations**

The committee has responded to the following consultations:

SEERA, Draft South East Plan  
 BAA Gatwick, Outline Masterplan  
 RBBC, Draft Town Centre Regeneration Proposals  
 RBBC, Horley Gardens Estate On-Street Parking Proposals  
 RBBC, Corporate Plan  
 DoT, Night Flying Restrictions at Heathrow, Gatwick & Stanstead, Stage 2 Consultation  
 SCC, South East Plan, The Future of Housing in Surrey  
 RBBC, Horley Design Guide  
 RBBC, Horley Infrastructure Provision  
 RBBC, Draft Statement of Community Involvement

### **Public Inquiries**

Written submission - North East Sector Development Crawley

### **Acknowledgements**

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

**Andrew Kent**

*Chairman, Planning & Development Committee, 10 April 2006*

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

Throughout the municipal year 2005/2006 the Town Mayor, on some occasions accompanied by other Town Councillors, represented the Town Council at the following meetings and events:

**“Sixty Years On” concert at Fairfield Halls.**

**Horley Singers Summer concert.**

**VE / VJ Day – 60<sup>th</sup> Anniversary Parade and Service**

**Redhill Air Show**

**21<sup>st</sup> Anniversary Garden Party at the Carlton Clinic**

**Affiliation of the Horley Royal British Legion with the Surrey Army Cadet Force.**

**Saint Hill Gala Charity Concert.**

**Ballard & Shortall Dedication of Chapel**

**Horley Singers Christmas Concert**

**Town Council Christmas Hospitality**

**Horley Development Framework Workshop**

**Chinese New Year Celebrations at the China China Restaurant**

**Meeting at Emlyn Meadows with local residents**

**Affiliation with the Redhill Drum Corps - Presentation Evening**

**Informal meetings with Casual Vacancy applicants**

**30<sup>th</sup> Anniversary of Horley Country Market (formerly W I Market)**

**Funeral of Jimmy Clarke**

## 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 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 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 2006 the Town Council's Awards Committee considered a total of 5 nominations from members of the public. One person was invited to accept an award but declined, and of course we respect this person's wishes.

Previous recipients of the Town Award are:-

**2005** Mrs Barbara Hall

In recognition of Barbara's support of local charitable organisations for more than forty years.

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

**2005** David Hall

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.

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.

**2005** John Melvin

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

**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.
<b>2004</b>	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.
<b>2004</b>	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.
<b>2002</b>	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.
<b>2002</b>	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.
<b>2002</b>	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.
<b>2000</b>	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.
<b>2000</b>	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.
<b>2000</b>	Mr Lew Targett	For services to Horley's Cub and Scout movement.
<b>2000</b>	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.



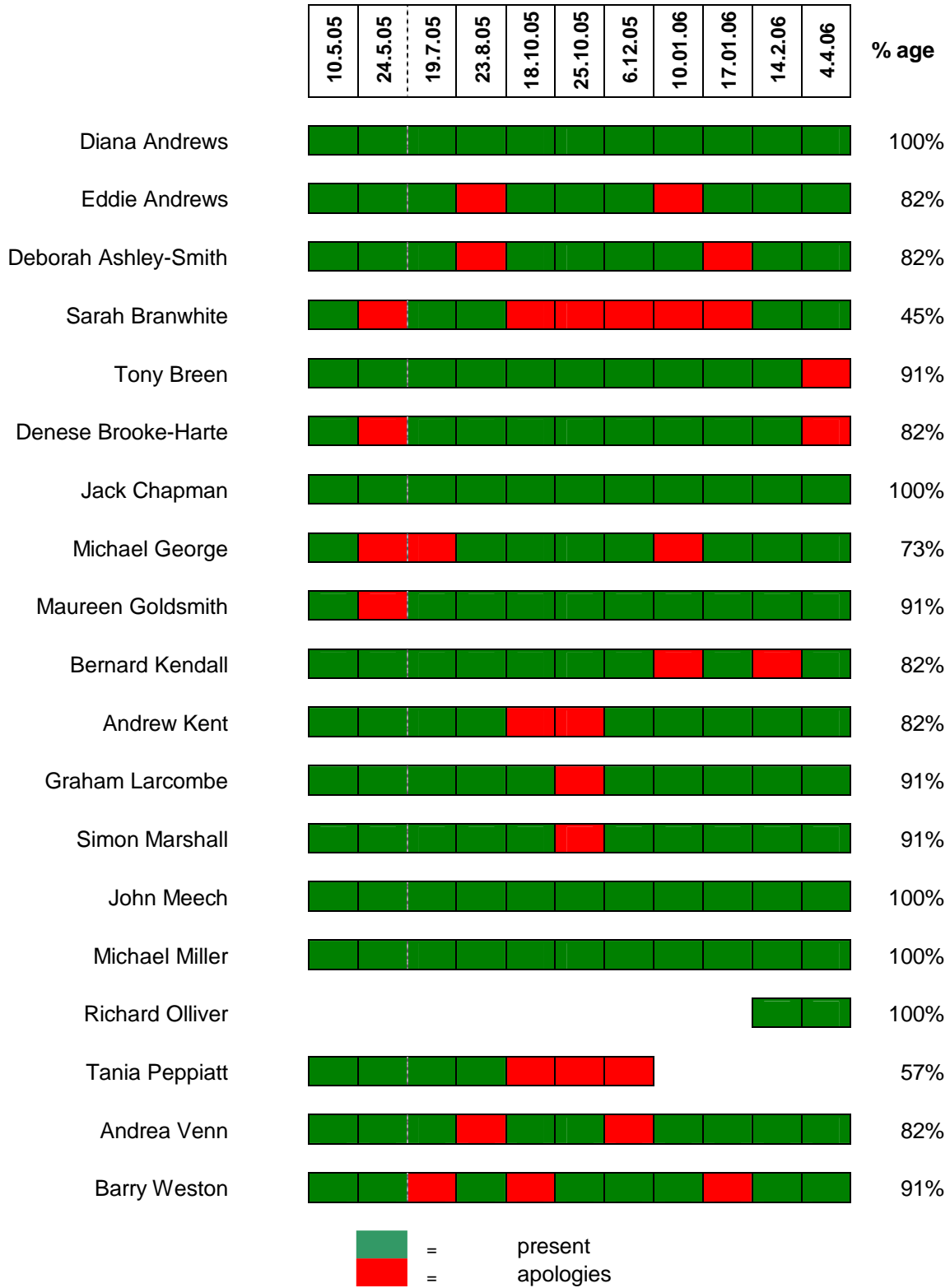
## OBITUARY

We were very sorry to learn that that the following former members of the Council died during the past year:

Jimmy Clarke	Parish Councillor	1960-1972
Gerry Hickey	Chairman of Town Council	1993
Ian Mackrell	Town Mayor	1990
Paul Samson	Town Councillor	1972-1976

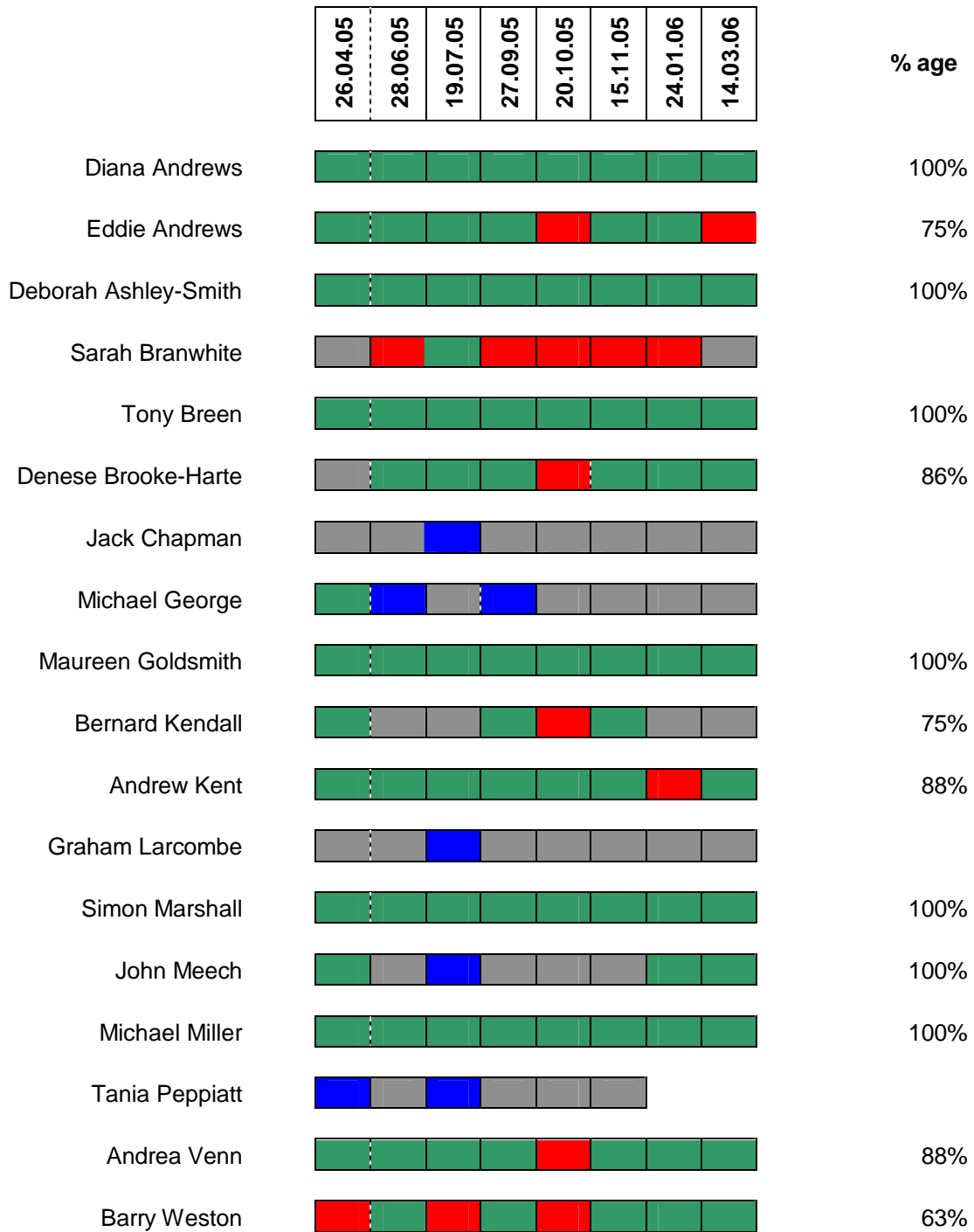
## FULL COUNCIL ATTENDANCE STATISTICS

2005/2006



## FINANCE & GENERAL PURPOSES COMMITTEE ATTENDANCE STATISTICS

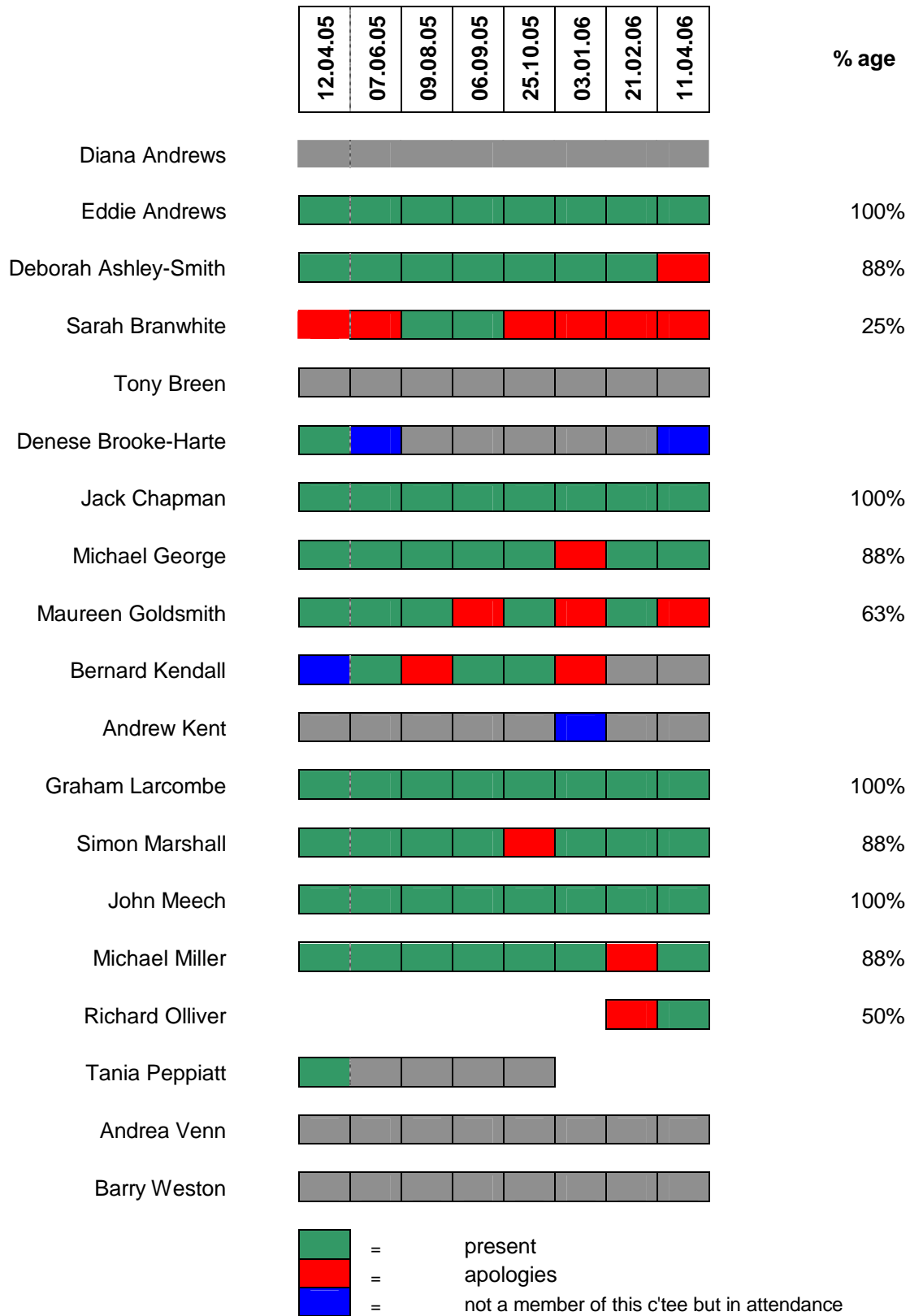
2005/2006



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

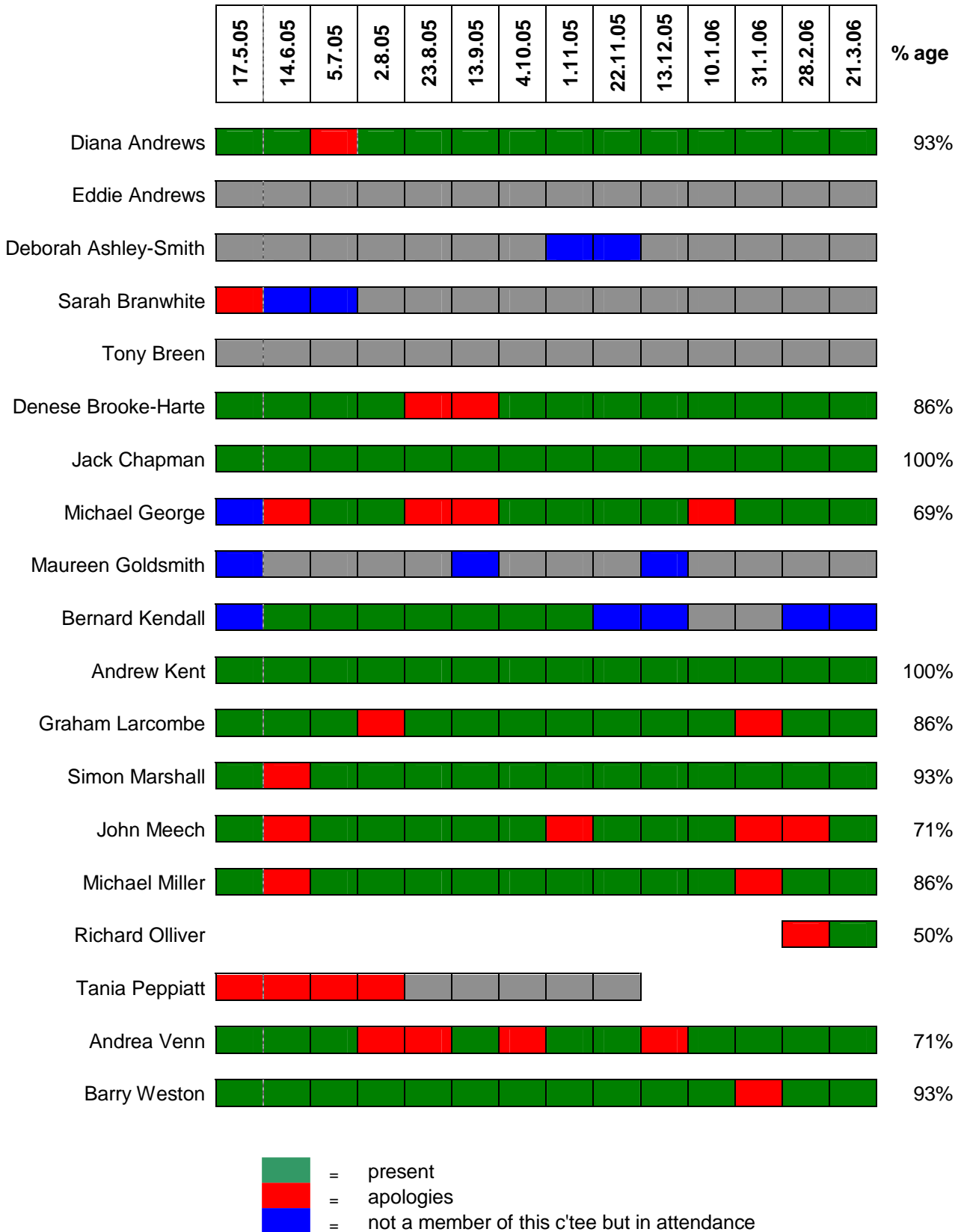
## LEISURE & AMENITIES COMMITTEE ATTENDANCE STATISTICS

2005/2006



## PLANNING & DEVELOPMENT COMMITTEE ATTENDANCE STATISTICS

2005/2006



**Balance Sheet as at  
31/03/2005**

<i>Year Ended 31st March 2004</i>		<i>Year Ended 31st March 2005</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
2,038.46	Debtors (Net of provision for doubtful debts)	8,073.24
0.00	Payments in advance	0.00
13,706.20	VAT Recoverable	3,740.07
0.00	Temporary lending (investments)	0.00
72,229.54	Bank and Cash	47,800.52
87,974.20	<b>TOTAL ASSETS</b>	59,613.83
	<b>CURRENT LIABILITIES</b>	
26,614.40	Creditors	7,280.68
0.00	Temporary borrowing	0.00
<b>61,359.80</b>	<b>NET ASSETS</b>	<b>52,333.15</b>
	<b>Represented by:</b>	
35,064.55	General fund balance	22,699.67
	<b>Reserves:</b>	
0.00	Capital	0.00
26,295.25	Earmarked	29,633.48
0.00	External	0.00
0.00	Adjustments	0.00
<b>61,359.80</b>		<b>52,333.15</b>

## Income & Expenditure Account 2004/05

<i>Year Ended</i> <i>31st March 2004</i>		<i>Year Ended</i> <i>31st March 2005</i>
	<b>Income</b>	
191,930.64	Income	227,864.30
235.43	Administration	391.68
17,397.12	Community Centres	-766.00
12,918.00	General	5,380.00
0.00	Rates and Utilities	752.42
0.00	Maintenance & Repair	584.97
7,554.87	Lettings & Rents	26,950.06
1,704.16	Court Lodge/Innes Pavilion	1,833.83
1,609.47	Innes Pavilion	0.00
1,105.15	A23 Recreation Ground	2,250.47
3.45	Allotments	3.45
12,211.05	Town Centre	7,699.54
250.00	Grants & Donations	0.00
11,165.99	Value Added Tax	-11,202.85
<b>£258,085.33</b>		<b>£261,741.87</b>
	<b>Expenditure</b>	
11,507.97	Income	184.35
100.00	Administration	11,507.28
29,849.98	Community Centres	0.00
5,480.39	General	34,036.51
10,461.41	Rates and Utilities	5,403.04
1,002.50	Maintenance & Repair	6,280.18
22,552.82	Lettings & Rents	600.79
-998.20	Court Lodge/Innes Pavilion	11,839.50
25,409.01	Innes Pavilion	0.00
2,670.98	A23 Recreation Ground	38,947.39
1,636.57	Michael Crescent	647.21
33,385.87	Miscellaneous	5,562.40
1,106.45	Grounds Maintenance	34,692.41
14,415.96	Allotments	545.44
84,332.65	Town Centre	7,565.51
-1,900.00	Salaries	89,649.52
18,084.00	Sect 137 Expenditure	1,998.00
0.00	Grants & Donations	12,000.00
0.00	Earmarked Funds	3,691.59
0.00	Parish Poll	5,617.40
0.00	Provision for Doubtful Debts	0.00
<b>£259,098.36</b>		<b>£270,768.52</b>
	<b>General Fund</b>	
50,077.58	Balance at 1st. April 2003	35,064.55
258,085.33	ADD Total Income	261,741.87
308,162.91		296,806.42
259,098.36	DEDUCT Total Expenditure	270,768.52
49,064.55		26,037.90
-14,000.00	Transfer to Earmarked Reserves	-3,338.23
<b>£35,064.55</b>	Balance at 31st. March 2004	<b>£22,699.67</b>

**Supporting Statement to the Accounts  
for the Year Ending 31 March 2005**

**1. Fixed Assets**

**1.1 Community Assets:**

As at 31 March 2005 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 2005 the following fixed assets were held at the following book value:

a.	Council offices' fixtures and fittings and business equipment	28,340
b.	Innes Pavilion and Court Lodge Playing Fields (equipment per inventory)	10,542
c.	Albert Rooms (inventory of furniture, equipment and appliance)	7,262
d.	Recreation Ground equipment, street furniture etc	54,423
		-----
		<b>100,567</b>
		-----
	<b>Total fixed assets</b>	<b>£990,744</b>
		=====

**2. Borrowings**

At the close of business on 31 March 2005 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 2005 the debts shown on the enclosed Schedule of Debtors and Creditors were owed to the Town Council. As at 30 June 2005 one outstanding invoice for £222.63 plus VAT remains unpaid. Recovery action has been taken. There were no prepayments.



## **5. Reserves**

Reserve Funds as at 31 March 2005 were: **£22,670**

## **6. Earmarked Reserves**

Earmarked Reserves as at 31 March 2005 were: **£29,633**

## **7. Tenancies**

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

## **8. Section 137 Payments**

Section 137 of the Local Government Act 1972 enables the Town Council to spend up to £5.14 per elector for the benefit of the community on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31 March 2005 has been calculated as number of electors 15,867 x £5.14 = £81,556.

Payments during the year amounted to **£310** represented by:

- £175 to Royal British Legion Poppy Appeal
- £100 to Surrey Police for youth litter and cleanup project
- £35 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 2005

## **12. Pensions**

For the year ending 31 March 2005, the Council's contributions equal 215% of employees' superannuation pay plus an additional monetary sum of £7,926 per annum.

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