

# HORLEY TOWN COUNCIL

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## AGENDA

### LEISURE & AMENITIES COMMITTEE

Date / Time: Tuesday, 15 October 2024 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

#### SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 15 October 2024, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Town Clerk

#### Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

#### Public Forum:

**Members of the Public and Press are welcome to attend this meeting in person**

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.



To: *Members of the Leisure & Amenities Committee:*  
Cllrs Hannah Avery, Jante Baird, James Baker, Jordan Beech, Lynne Burnham, Emma Fagan, Cec Hughes, Robert Marr, Samantha Marshall, Martin Saunders, Tom Turner, Steve Wotton



## **HORLEY TOWN COUNCIL**

### **Leisure & Amenities Committee**

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley on Tuesday, 15 October 2024, 7.30 pm

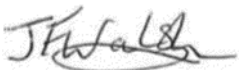
**All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website**

## **A G E N D A**

- 1 Apologies and Reasons for Absence**  
To receive apologies and reasons for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**  
*Members of the public and press are invited to put questions or draw relevant matters to the Council's attention. Each speaker may address the committee once only, for five minutes maximum, on a business item on the agenda, at the discretion of the Chairman. If the number of speakers is likely to unreasonably delay the disposal of business to be transacted, the Chairman may direct that the individual submits a question or comment in writing which shall be answered in due course.*
- 4 Approval of Minutes**  
Leisure & Amenities Committee, meeting held on 2 July 2024
- 5 Leisure Updates**  
Leisure & Amenities Committee, meeting held on 2 July 2024.
- 6 Reigate & Banstead Greenspaces Survey**  
To ratify the responses to the Reigate & Banstead Borough Council Greenspaces Strategy Survey.
- 7 Horley Churchyards**  
To receive an update on recent meetings and other matters.
- 8 HTC Grounds Maintenance and Security**
  - i) To receive updates on recent meetings held with the Town Council's Ground Maintenance Contractor and to note any issues arising.
  - ii) Members' inspections of Recreation Grounds - To receive an update.
  - iii) To receive an update on any other matters.
- 9 Community Events in Horley**
  - i) **Horley in Bloom (HIB) and Photographic Competitions 2024:** To receive any updates following the awards evening.
  - ii) To receive an update on any other matters.

- 10 Community Projects Update**  
To receive an update on the completed projects and to inform the committee of the status of those in progress along with potential new applications.
- 11 Use of HTC Community Buildings, Parks and Outdoor Spaces**  
To receive any updates.
- 12 Compliance & Regulatory**  
i) **HTC Playgrounds & Grounds Inspections and Repairs:** To receive the latest inspection reports and updates on repairs from the parks' contractors.  
ii) To receive an update on any other matters.
- 13 Outside Bodies**  
To receive any updates from Town Council representatives on the following Outside Bodies:  
i) Gatwick Greenspace Partnership (GGP)  
ii) Horley Conservation Group (HCG)
- 14 Christmas Arrangements 2024**  
To receive any updates on Christmas arrangements this year.
- 15 Precept 2025/26**  
To review this Committee's budgets and requirements, for consideration by Full Council.
- 16 Communications Received**
- 17 Diary Dates**
- 18 Items for Future Consideration:** To note any urgent business for inclusion on future agenda.  
**Press Release:** To agree items for inclusion.
- 19 Exclusion of Public and Press**  
"In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."
- 20 Horley Recreation Ground Play Area Flood Alleviation Project** **CONFIDENTIAL**  
To receive the drainage project briefing report and to consider recommendations for contractor appointment for remedial works, to be presented Full Council approval at its next meeting on 29 October 2024.

*Date of next meeting: 21 January 2025*



Signed: Town Clerk

Dated: 10 October 2024

# HORLEY TOWN COUNCIL



## Leisure & Amenities Committee

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 2 July 2024 at 7.30pm

Present	Cllrs	Hannah Avery	Lynne Burnham*	Samantha Marshall
		Jante Baird	Emma Fagan**	Martin Saunders
		James Baker	Cec Hughes*	Tom Turner
		Jordan Beech	Robert Marr	Steve Wotton*

\* Absent

\*\*In Attendance Remotely

**In Attendance** Cllr Mike George  
Sam Adeniji (Assistant Town Clerk & RFO)  
Helen Maan (Leisure & Facilities Officer)

### **L 5478 Apologies and Reasons for Absence**

***RESOLVED that the apologies of Cllrs Wotton and Hughes be accepted.***

### **L 5479 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

No Declarations of Interest were made.

***RESOLVED: noted***

### **L 5480 Approval of Minutes - Leisure and Amenities Committee, held on 23 April 2024**

***RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, be approved.***

### **L 5481 Leisure Updates**

#### **L 5411 Beekeeping Application Update, Langshott Allotments**

The Leisure Officer reported that the applicants had indicated that they were still planning to introduce the bees to the hive at the end of July when they had received their beekeeping qualification and all compliance documentation had been received by the Town Council.

#### **L 5452 Michael Crescent Playground Refurbishment (R&B CIL SIP 2 Scheme)**

The Leisure Officer reported that the playground installer, HAGS, had reported a provisional date of 22 July to start the works (subsequently confirmed). They were unable to start at an earlier date due to a shortage of sub-contractors. It was agreed that the unavoidable delay would be shared for public information.

***RESOLVED: that the delay by the contractor in delivering the new play area and equipment at Michael Crescent Centenary Park, be shared on the Town Council website, newsletter and social media platforms.***

### **L 5482 Horley Churchyards**

Cllr George reported that the next meeting was due to be held shortly and an update would be provided at the next committee meeting.

***RESOLVED: noted.***

**L 5483 Meetings with Grounds Maintenance Contractors**

The Leisure Officer reported that a meeting had been held recently with the Grounds Maintenance contractor and Cllr Marshall had also attended. She added that the verti-draining of Court Lodge pitches had been postponed temporarily due to the inclement weather.

**RESOLVED: noted.**

**L 5484 Drainage Measures, Horley Recreation Ground**

The Leisure Officer reported that from specialist advice received to alleviate the issue of flooding in the playground at Horley Recreation Ground, it was recommended that a combination of a soakaway and some targeted planting of trees and hedgerows be considered. She added that Surrey County Council could provide the trees and hedging free of charge and that Gatwick Greenspace Partnership would willingly undertake planting requirements as part of Horley Conservation volunteering work. Additionally, it was thought that a level of expenditure, in the region of £1,500, would also be necessary for further investigations on a soakaway solution to be carried out and this was supported by the committee.

**RESOLVED: that targeted planting of trees and hedgerows by the playground at Horley Recreation Ground, to be provided by Surrey County Council free of charge, as a measure to alleviate flooding in the area, be approved.**

**RESOLVED: that expenditure (not exceeding £1,500 from the Parks & Playground earmarked fund) to be spent on soakaway investigations with drainage contractors, be ratified at the next committee meeting.**

**L 5485 Horley Carnival**

Cllr George reported that the Horley Carnival this year had been a great success despite the rainy weather. Some participants, such as skateboard demonstrators, decided to cancel as had some parade entrants. The date of the Carnival next year will be 21 June 2025.

**RESOLVED: noted.**

**L 5486 Horley in Bloom & Photographic Competition 2024**

Cllr George reported that the closing date for Horley in Bloom entries had been put back to 5 July 2024 to take into account poor growing conditions at the start of the season and to encourage more entries through publicity and promotions undertaken by the Town Council.

**RESOLVED: noted.**

**L 5487 Use of HTC Community Buildings, Parks and Outdoor Spaces**

The Leisure Officer gave the following updates:

- There been a request from Horley Town Football Club (Youth Section) to use Court Lodge Fields for football practice sessions which had been refused following a similar request from Horley Town Football Academy previously, in order to maintain important upkeep of the pitches.
- The code for the new defibrillator at The Innes Pavilion had already been given out by the Ambulance Service, suggesting it had been used shortly after initial installation.
- The Leisure Officer extended her thanks to Reigate & Banstead Borough Council for their quick turnaround in lending the Town Council specialist equipment to enable the parks contractors to speedily remove offensive graffiti at the skatepark.

**RESOLVED: noted.**

**L 5488 Compliance & Regulatory**

The Leisure Officer reported that a new contractor had begun legionella monitoring at The Innes Pavilion and at the Council Offices. A new risk assessment had been completed which revealed some minor issues which would be followed up and actioned, as required.

**RESOLVED: noted.**

**L 5489 Tree Works**

The Leisure Officer reported that extra tree works, in the sum of £100 plus VAT, required to make safe accessibility to the public footpath at Court Lodge Fields, had been undertaken.

**RESOLVED: that extra tree works, in the sum of £100 plus VAT, for the removal of tree branches encroaching on to a public footpath at Court Lodge Fields, be ratified.**

**Outside Bodies**

**L 5490 Gatwick Greenspace Partnership (GGP)**

Cllr George reported that Salfords & Sidlow Parish Council had joined GGP on a trial basis. Their subscription will be based on electoral registration figures and, in turn, level of support offered. Charlwood Parish Council had also expressed an interest in joining and planned to meet with the partnership. The next GGP meeting is due to take place in October.

**RESOLVED: noted.**

**L 5491 Horley Conservation Group (HCG)**

Cllr Marshall reported that the HCG would once again be involved with Himalayan Balsam removal from the River Mole this summer, including the banks at Church Meadows. There had been discussion about the introduction of caution signs near Langshott Manor to alert motorists to the fact that frogs may be crossing.

**RESOLVED: noted.**

**L 5492 Communications Received**

<b>From</b>	<b>Subject</b>	<b>Action/Comments</b>
Hevers Avenue Residents	Request for HTC to consider a contribution towards the cost of tree works on a section of properties with the boundary of with Horley Recreation Ground.	Further investigations to take place.

**RESOLVED: noted.**

**L 5493 Diary Dates**

General Election: 4 July 2024  
Full Planning Committee Meeting: 16 July 2024  
Full Council Meeting: 30 July 2024

**RESOLVED: noted.**

**Meeting closed at 20.43 hrs**

**Date of next Meeting: 15 October 2024**