

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Planning and Development Committee held on 14 May 2024 at 7.30pm

Present Cllrs Keith Barlow Lynnette Easterbrook Martin Saunders
 Michael Blacker Mike George (Chairman) Tom Turner
 Victoria Chester* Jerry Hudson (Vice-Chairman) Steve Wotton
 Cec Hughes

*** Absent**

**** In Attendance Remotely**

Also Present Judy Morgan (RFO)
 Joanna Stay (Administrator, Planning Support)
 Sophie Mandak (Administrative Officer)

P 7668 Apologies and Reasons for Absence

No apologies were received. Cllr Chester was absent.

RESOLVED: noted.

P 7669 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Blacker and Cllr Hudson are members of the Reigate and Banstead Borough Council Planning Committee and therefore the views expressed by them at the meeting may change.

RESOLVED: noted.

P 7670 Public Forum

A resident attended the Public Forum to put forward resident concerns about the access to Bonehurst Road from the Cambridge Lodge Park. They had previously emailed the Council about the issue.

He reminded Members that residents of the Cambridge Lodge Park on Bonehurst Road had previously attended the committee to make representations about the difficulty they have in exiting Cambridge Lodge Park. He reiterated that as they come out of the hotel exit (the only exit from the park) they have obscured sight lines because, even though the hedge has been cut back on one side, the hotel signage on the other side still leaves poor visibility. The result is that they have to cross the cycle lane in order to be able to see and this is causing an issue for cyclists who have no expectation that a vehicle will come out into their path, as there are no markings to indicate that this might happen. This remains a stressful situation for residents who understand that cyclists have the right of way but they need to pull out of the exit far enough to be able to see the traffic. They would like Surrey Highways to provide some markings across the pavement to indicate to cyclists and pedestrians that they need to be vigilant and give way to traffic exiting onto Bonehurst Road.

Members were sympathetic and the Chairman confirmed that Horley Town Council had logged the issue with SCC Highways about altering the road markings to provide awareness that vehicles may pull out across the cycle lane and also about the sight lines. He added that Cambridge Lodge Park is just over the boundary and is in the Parish of Salfords & Sidlow (S&SPC) and so the information should also be passed to S&SPC as well as SCC Cllr Andy Lynch.

The Chairman thanked the resident for his attendance.

RESOLVED: that SCC Cllr Andy Lynch and Salfords & Sidlow Parish Council be made aware of the concerns raised by the resident in accessing Bonehurst Road, via Cambridge Lodge Park, due to poor visibility and being forced into the cycle lane to be able to see oncoming traffic together with a request made for modifications to be made by Surrey Highways for safer access.

P 7671 Approval of Minutes

Planning and Development Committee held on 9 April 2024.

RESOLVED: That the minutes of the above meeting of the Planning and Development Committee be approved.

P 7672 Planning Updates

P7646: Former Delta House and Bungalows, Cheyne Walk, Horley

The Committee was informed that a remote meeting invite was received from Raven Housing Trust to hear their proposals for redevelopment of the site and Cllr George attended along with the Town Clerk and Leisure Officer. The Development Manager explained that the Trust had taken pre-application advice from RBBC Planners and some changes were later made to the plans to provide mixed affordable housing and sheltered accommodation along with car parking provision. One of the planning requirements is to ensure Biodiversity Net Gain measures are undertaken on completion under the new regulations. The Trust thought this might be achieved by using a small area of land on the adjoining boundary with Michael Crescent Centenary Park, in exchange for some Raven owned land that could be used for additional park facilities, subject to Town Council approval. The Trust intends to launch a pre-consultation engagement later in the year, at which time a full briefing for councillors will be arranged.

Members understood that this is very early stages but flagged concerns about the proposed access to the site only from Michael Crescent and that there was an SCC covenant on the land for leisure and recreational purposes.

RESOLVED: noted.

Outside Bodies and Sub-Committees

P 7673 Horley Town Management Group

Cllr Turner advised that the group were discussing a new format and the Town Clerk had been in contact with the HTMG Chair and Vice-Chair to see how the Town Council might offer support for meeting preparation without staff attendance at meetings. HTC will assist in drafting agendas and transcribing meeting notes from AI tools, recordings and handwritten notes taken. The group also discussed highways signage and funding a Horley in Bloom plant swap stall at the St George's Day event as part of their action plan. The next meeting will be the annual meeting on 11 June at 6pm, covering the constitution with appointments of the Chair and Vice-Chair along with council and other representatives and a review of the Action Plan list of projects.

RESOLVED: noted

P 7674 Accessibility Horley Group

The minutes of the meeting held on 18 April 2024 had been circulated to Members for information. The group will follow up on every meeting by logging a list of remedial repairs needed and other requirements with SCC Highways, for consideration.

RESOLVED: noted.

P 7675 Determined Planning Applications

Members reviewed the list of Planning Applications determined for the period 5 April to 9 May 2024.

RESOLVED: noted

P 7676 Registered Planning Applications

Planning Applications received from Reigate & Banstead Borough Council for the period 5 April to 9 May 2024.

RESOLVED: That the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.

P 7677 Planning Appeals

Planning appeals received and determined for this period were reviewed by the Committee.

RESOLVED: noted.

Ongoing Planning Matters

P 7678 Public Toilets at Consort Way

It was reported that following an enquiry from the Town Council about the closure of the public toilets at Consort Way, the RBBC Facilities Team advised they were closed due to the condition internally and failure of essential equipment which is beyond economical repair. They are discussing the options for the public conveniences internally and will communicate the future course of action and timescales when known. They also indicated that the Horley Community Centre toilets may be an alternative option. The Town Council had previously suggested that they reconsider a Changing Place toilet facility to meet the needs of people with profound learning and physical disabilities which was a project with funding they were looking at in Horley last year, subject to a suitable location being identified.

Members expressed concern about the lack of public information given on closure and there is currently no signage, timescales or information on alternative facilities made available.

RESOLVED: that closure of the public toilets at Consort Way, be raised at the next HTC/RBBC liaison meeting for more clarification.

Transport and Highways Matters

P 7679 Reigate and Banstead Parking Review 2024/2025

It was noted that the current review is open until 31 August 2024 and covers requests for formal parking controls borough-wide and for new (or changes to existing) controls as part of the Reigate and Banstead Parking Review 2024/25, including:

1. Double yellow lines; single yellow lines
2. Permit parking (minor changes only)
3. Parking bays (which can be time limited); enforceable disabled parking bays
4. School keep clear markings; loading restrictions

The Town Council had agreed to lodge parking control requests on behalf of the Accessibility Horley group to be considered during the review, for which HTC will keep a spreadsheet record and monitor progress for future updates. Other information on the current and previous reviews can be found on the SCC webpage – [Reigate and Banstead Parking Reviews](#)

RESOLVED: noted.

P 7680

Temporary Prohibition of Traffic Order, Emlyn Road (D593)

It was noted that SCC had issued a temporary Order, prohibiting vehicles entering a section of Emlyn Road with a diversion route in place via Court Lodge Road and Lee Street. This applies from 28 May for 2 days to enable BT Openreach to carry out telecom works.

RESOLVED: noted.

P 7681

Airport Matters

Gatwick Airport Development Consent Order (DCO) Examination

It was reported that following requests made at the Preliminary Hearings, PINS added some additional hearings into the examination timetable for the Gatwick Northern Runway Project, those being:

- Issue Specific Hearing 6 on Climate Change: 30 April 2024
- Issue Specific Hearing 7 on Other Environmental Matters: 1 May 2024
- Compulsory Acquisition Hearing 1: 2 May 2024

Cllr George reported that if Thames Water is unable to meet demand, then Gatwick Airport Ltd (GAL) advised they will build their own sewage works on the north side of the airport. This will have the impact of the new parking provision to compensate that being lost with the introduction of the on airport treatment works and also concerns about possible increase in lorry movements to transport solid waste off the airport. The deadline for response is June 2024, following which there will be further hearings. At present, SES Water are not engaging on whether they will be able to meet additional demand.

Additionally, the latest published update is from the ExA to the Applicant and the Joint Local Authorities and concerns:

- Future Baseline Figures, in relation to the current gap between the two parties; and
- Waste management issues with the Applicant arising from the Environment Impact Assessment.

RESOLVED: noted.

P 7682

DfT Consultation: Night Flight Restrictions from October 2025 (Closing Date: 12 May 2024)

A note of thanks to Cllr George for preparing the response which was circulated to all Members was recorded. In the response, HTC expressed disappointment that the DfT has elected to roll over the current night flight regulations for a further three years and what this means to Horley residents; but concluded that by using new technology and better and more resilient operational procedures, the impacts to our residents from the night noise environment will hopefully be much improved over time. Cllr George asked for a copy of the response to be sent to the RBBC Air Quality Monitoring Officer and Planning Policy Manager along with the SCC Spatial Planning Manager.

RESOLVED: that the response to the Night Flight Restrictions from October 2025 be ratified.

P 7683

GATCOM Updates

It was noted that the next GATCOM meeting will be on 16 May and the agenda and papers are available on GATCOM's website. The meeting will also include a report from the Steering Group Chair. The GATCOM Away Day is provisionally set for 25 November and GATCOM is asking all organisations to indicate any matters they would like to have covered. The latest GATCOM News Bulletins, featuring live consultations had also been circulated.

Additionally, Cllr George gave a reminder on his earlier request to any Member spotting a taxi parking in a residential road, to note the relevant licensing authority and notify him for informing Gatwick Airport who can in turn contact that authority. Even though a waiting facility with toilets and refreshment was made available by GAL with a small charge some time ago and was widely publicised, such inconsiderate parking practice was still evident on many local residential roads.

RESOLVED: noted.

SCC/RBBC 'Delivering Change' Regeneration Projects – Horley Town Centre

Cllr George and the planning support officer recently attended a meeting with RBBC's Project Manager. The following updates were received:

Central Car Park:

- Work had started to secure the site.
- As there were some issues with cars encroaching on the car park, the type and location of the site fencing has been adapted.
- The start of marking up the bays etc and the digging work was expected to begin shortly.
- The overflow car park next to Dentistry will remain open and drivers will need to use the ticket machine in the main park for so long as it remains accessible.
- There was some discussion on procedures in respect of penalty charges when the ticket machine is not accessible but the overflow car park is available. The Borough Officer's view is that penalty charges should not apply. Ringo users could still pay the charges.
- The 20 Minute Free Park Incentive is now in operation at all Horley car parks and will include the central car park after the landscaping works are completed.

Subway:

- Network Rail advised it would start survey work next week.
- The main issue is the one seep hole which discharges the most water.
- Work may involve dye testing to identify possible water sources.
- Any works requiring use of the High Street car park will be deferred until the central car park is back in use.
- After the above work is completed, the next phase of works is estimated to last for 6-8 weeks.
- Works which require the longest period is being looked at to take place during the school summer holiday.

High Street:

- Main works will possibly commence January 2025 so as not to impact any community Christmas events and some preliminary works could possibly start before then.
- Design works are ongoing.
- Briefing of local business both in the High Street and the Precinct is ongoing and concerns were specifically mentioned that Carline needed ongoing access to the premises; there being no access from the service road behind.

Wayfinding:

- Discussions with landlords were continuing and should Southern Rail be undecisive about a totem on the station forecourt, then the map will be mounted on the rear of the existing bus shelter.
- Signage will be manufactured in one batch but may have to be rolled out in stages depending on when sites become available.
- Late summer start was anticipated.

RESOLVED: noted

P 7685 Horley Sewage Treatment Works (HSTW)

Members were updated on the recent discussions with Thames Water (TW) to mitigate impact from outflows of raw sewage on public land and long term investment plans by the water company to upgrade the site.

Cllrs Barlow and Wotton gave a further update of the actions they are taking to keep the pressure on, to obtain some straight answers so that they can understand both the short and long term plans for mitigation. Cllr Wooton also expressed concern that two recent overtopping events had been driven by rainfall at lower river levels.

RESOLVED: noted

P 7686 Outstanding Infrastructure, Amenities and Public Facilities at Westvale Park Development

Cllr Barlow reported he had attended a meeting with RBBC Council Leader, Richard Biggs and the RBBC Head of Place Delivery. Some progress is being made but at present and will be reported in due course. HTC continues to be interested to know what further progress has been made to facilitate the provision of outstanding infrastructure and public facilities, including incomplete play areas which have yet to be handed over to RBBC to maintain and delivering the new neighbourhood centre.

RESOLVED: noted.

P 7687 Communications Received

From	Subject	Date	Action
Tandridge DC	The TDC draft Local Plan has been withdrawn as the Examination concluded it was unsound and could not be adopted.	10 May 2024	Noted by HTC
A resident	Exit onto Bonehurst Road from Cambridge Lodge Park		

RESOLVED: noted

P 7688 Diary Dates

17 May: Annual Town Public Forum from 6.30pm
23 May: Final Internal Audit of HTC

RESOLVED: noted.

P 7689 Press Release

RESOLVED: HTC Planning Comments for RBBC website and publication

Meeting closed at 9.19pm

Date of next meeting: 11 June 2024

List of Planning Applications
Registered by Reigate & Banstead Borough Council
During the period 5 April 2024 – 9 May 2024
To see plans please CTRL+click on the application number to follow the link

01. RBBC Letter Dated: 04.04.24	Application No: 24/00324/F
LOCATION:	Land and outbuilding to the rear of 19 Station Road, Horley, Surrey RH6 9HW
DESCRIPTION:	Demolition of outbuilding to provide two dwellings, together with associated cycle, refuse stores and off-street parking. As amended on 03/04/2024
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

02. RBBC Letter Dated: 05.04.24	Application No: 24/00511/HHOLD
LOCATION:	35 Cloverfields, Langshott, Horley, Surrey RH6 9EY
DESCRIPTION:	Replacement of timber double glazed windows with PVCu double glazing - like for like design and colour. Due to condition and thermal performance.
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

03. RBBC Letter Dated: 15.04.24	Application No: 24/00575/HHOLD
LOCATION:	57 Wolverton Gardens, Horley, Surrey RH6 7LZ
DESCRIPTION:	Proposed single storey rear extension
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

04. RBBC Letter Dated: 15.04.24	Application No: 24/00605/HHOLD
LOCATION:	56 Sarel Way, Horley, Surrey RH6 8EW
DESCRIPTION:	Proposed ground floor rear conservatory, floor plan redesign and all other associated works
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

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05. RBBC Letter Dated: 18.04.24	Application No: 24/00608/HHOLD
LOCATION:	9 Westvale Road, Horley, Surrey RH6 8NS
DESCRIPTION:	Planning application for the installation of air source heat unit.
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

06. RBBC Letter Dated: 18.04.24	Application No: 24/00618/HHOLD
LOCATION:	3 Stonecourt Close, Horley, Surrey RH6 9AS
DESCRIPTION:	Demolition of large existing garage structure to make way for a new single storey side extension to the existing semi detached bungalow. The new extension will contain a new kitchen/dining/lounge space alongside a new play room, with the existing living space divided into two additional children's bedrooms.
HORLEY TOWN COUNCIL COMMENTS Ratified 14/05/2024	No objections

07. RBBC Letter Dated: 19.04.24	Application No: 24/00570/F
LOCATION:	T A Boxall & Co, 14-20 Balcombe Road, Horley, Surrey RH6 9HR
DESCRIPTION:	Demolition of existing buildings and redevelopment of site to provide a mixed-use building comprising ground and first floor flexible Class E use and eight C3 residential apartments with associated vehicle parking, landscaping, and other required works.
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections HTC have additional comments: Thank you for giving us an extension. We note that there is an inadequate number of parking spaces per residential dwelling. We also envisage that there will be a conflict with retail and residential parking.

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08. RBBC Letter Dated: 23.04.24	Application No: 24/00639/HHOLD
LOCATION:	Langhurst, 38 Grove Road, Horley, Surrey RH6 8EL
DESCRIPTION:	Two storey side extension with flat roof
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

09. RBBC Letter Dated: 23.04.24	Application No: 24/00705/HHOLD
LOCATION:	6 Parkhurst Road, Horley, Surrey RH6 8HB
DESCRIPTION:	Single storey rear extension with a flat roof. New extension and existing rear extension(s) to have a parapet to enclose entire flat roof area
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

10. RBBC Letter Dated: 24.04.24	Application No: 24/00700/F
LOCATION:	93-95 Victoria Road, Horley, Surrey RH6 7QH
DESCRIPTION:	Alterations to shop front and door changes.
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

11. RBBC Letter Dated: 26.04.24	Application No: 24/00742/HHOLD
LOCATION:	2 Raymer Walk, Langshott, Horley, Surrey RH6 9XQ
DESCRIPTION:	Installation of boundary treatments and sliding gate to front garden/drive area
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

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12. RBBC Letter Dated: 26.04.24	Application No: 24/00619/HHOLD
LOCATION:	27 Queens Road, Horley, Surrey RH6 7AH
DESCRIPTION:	Installation of 2 Velux Roof windows on the front elevation of the house roof
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

13. RBBC Letter Dated: 29.04.24	Application No: 24/00735/HHOLD
LOCATION:	1 Southlands Avenue, Horley, Surrey RH6 8BS
DESCRIPTION:	Conversion of existing garage to form new kitchen location. Creation of new front porch
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

14. RBBC Letter Dated: 30.04.24	Application No: 24/00650/F
LOCATION:	Barclays, 105 Victoria Road, Horley, Surrey RH6 7AX
DESCRIPTION:	Proposed first floor rear extension and the addition of a further storey of development above the existing building providing 6 flats together with alterations to fenestration
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections HTC have additional comments: There is an opportunity to improve the aesthetics of the building to match the street scene.

15. RBBC Letter Dated: 30.04.24	Application No: 24/00688/F
LOCATION:	Iceland, Gateway House, 50-58 Victoria Road, Horley, Surrey RH6 7PZ
DESCRIPTION:	Proposed window replacement to first and second floor front and rear windows. Proposed entrance door replacement
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

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16. RBBC Letter Dated: 02.05.24	Application No: 24/00692/HHOLD
LOCATION:	72 The Drive, Horley, Surrey RH6 7NH
DESCRIPTION:	Proposed raised flat roof to existing garage, garage conversion to habitable space and front porch extension
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

17. RBBC Letter Dated: 02.05.24	Application No: 24/00582/LBC
LOCATION:	Yew Tree Cottage, Haroldslea Drive, Horley, Surrey RH6 9DU
DESCRIPTION:	Proposed ground floor extension
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections, subject to no adverse comments from the conservation officer

18. RBBC Letter Dated: 02.05.24	Application No: 24/00583/LBC
LOCATION:	Yew Tree Cottage, Haroldslea Drive, Horley, Surrey RH6 9DU
DESCRIPTION:	Proposed ground floor extension
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections, subject to no adverse comments from the conservation officer

19. RBBC Letter Dated: 03.05.24	Application No: 24/00792/F
LOCATION:	Land Adjacent To 2 Wellington Way, Horley, Surrey RH6 8JH
DESCRIPTION:	Subdivision of plot, demolition part of garage and erection of 3 bedroom two-storey new build dwelling.
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections

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20. RBBC Letter Dated: 03.05.24	Application No: 24/00262/F
LOCATION:	Gatwick Castle, 28 Massetts Road, Horley, Surrey RH6 7DF
DESCRIPTION:	A new single storey rear annexe with roof-space accommodation containing seven new en-suite bedrooms, office, linen store and lobby, access stairs and landing. A new replacement guest dining room linking the annexe to the main building. A new ground floor owners apartment formed by rearranging existing accommodation. Two new first floor extensions at the side and rear of the main property over existing single storey sections to provide six new en-suite bedrooms and a store room'.
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections HTC have additional comments: There should be no provision for long term parking, only for the duration of the hotel stay. The scale of the parking spaces on the plan looks inconsistent.

21. RBBC Letter Dated: 23.04.24	Application No: 24/00736/TPO
LOCATION:	7 Langwood Drive, Horley, Surrey RH6 9FH
DESCRIPTION:	T4 – Ash tree with ash dieback to be felled
HORLEY TOWN COUNCIL COMMENTS 14/05/2024	No objections, subject to no adverse comments from the Tree Officer.

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Tree Works (Non-Felling)

A. RBBC Letter Dated: 08/04/24	Application No: 24/00649/TPO
LOCATION:	Open greenspace between Suffolk Close and Upfield, Horley, Surrey
DESCRIPTION:	2.5m crown reduction on the Oak
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation): 14/05/2024	No objections, subject to no adverse comments from the Tree Officer.

B. RBBC Letter Dated: 01/05/24	Application No: 24/00765/TPO
LOCATION:	43A Oakwood Road, Horley, Surrey RH6 7BY
DESCRIPTION:	Horse Chestnut tree: prune the crown to reduce density by 20%. Remove crossing and rubbing branches. Remove dead wood. Crown lift by 1m above the road. The reason for this work is to maintain the density of the crown because it overhangs a pavement and busy road adjacent to a school.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation): 14/05/2024	No objections, subject to no adverse comments from the Tree Officer.

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The following applications are for information only