



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 10 September 2024 at 7.30 pm

Present

Cllrs	Hannah Avery	Lynne Burnham	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow	Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton

* Absent

In Attendance

J Walsh (Town Clerk)
S Adeniji (Assistant Town Clerk & RFO)

C 5882

Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Baker, Chester, Fagan and Burnham, be accepted. (Cllr Fagan attended remotely).

C 5883

Disclosable Pecuniary Interests and Non-Pecuniary Interests

None received.

RESOLVED: noted.

C 5884

Public Forum

There were no members of the public present.

RESOLVED: noted.

C 5885

Minutes

RESOLVED: that the Minutes of the Ordinary Council Meeting held on [30 July 2024](#) and the Extraordinary Council Meeting held on [22 August 2024](#), were approved.

Full Council Updates

C 5886

C 5870: Recognition of Past Mayors

The Assistant Town Clerk/RFO reported that contact has been made with past Council Chairmen/Town Mayors and the new badges will be ordered imminently.

C 5871: Grant Award to Stripey Stork

The Town Clerk reported that the £1,000 grant award to Stripey Stork charity had been made along with a group photo with the Council Chairman, presenting a cheque to the organisation. This will be shared on the Town Council website and newsletter to promote the Council Grant Scheme.

C 5871: Community Engagement by HTC

The Town Clerk reported that the arrangements have been finalised for the first **Councillor Outreach** session on Saturday, 14 September at the Horley High Street pedestrian precinct. Permission from the borough council to hold a temporary event had been acquired along with public liability insurance and the Town Council's insurers had been notified.

RESOLVED: noted.

C 5887

Committee Reports

RESOLVED: that the minutes of the Planning & Development Committee held on 22 August 2024, be received.

C 5888

Council Chairman's Report

The Chairman's Report which was previously circulated to Members for information, was received.

RESOLVED: noted.

C 5889

Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)

The Town Clerk reported that the SALC AGM will be held on Tuesday, 19 November 2024 at Silvermere Golf Club in Cobham. The agenda is yet to be issued and there will be key updates from the principal authorities on a variety of issues. She encouraged member attendance from HTC, where possible and for them to inform the office for booking arrangements.

RESOLVED: noted.

C 5890

In his capacity as HTC representative on the SALC Board, Cllr George reported that the next SALC Board Meeting will be held in the week commencing 16 September and he will report back at the next Full Council meeting.

RESOLVED: noted.

C 5891

The Town Clerk gave the following updates received from the National and Council Associations:

- NALC had produced new useful HR policy templates, giving guidance and support, along with the latest new Good Councillor Guide to Employment which was under review by HTC.
- NALC representatives had met with Home Office Officials to discuss the draft terrorism bill, known as Martyn's Law, to promote best practice by local councils with stronger protection in public places.
- The Good Councillor's Guide to Finance and Transparency is being updated by NALC with input from the former CEO of the Smaller Authorities' Audits Appointments (external audit services).
- NALC is currently planning to upgrade their website, which is due for release in the autumn. Additionally, SALC's training programme for councillors and officers, delivered by Mulberry Local Authority Services, had been shared internally and courses can be booked through the Town Clerk or Assistant Town Clerk/RFO. Most of the training sessions are held remotely.
- The SALC Clerk and Councillor forums will be held remotely on 24 and 25 September respectively with the latter event starting at 7.30 pm.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5892

RBBC/HTC Liaison Meetings 2024/25

The Town Clerk reported on the meeting held on 20 August 2024 which included the following updates:

- Progress by developers at Westvale Park, noting that all but one of the play areas are reportedly now open.
- Phase one of the Riverside Green Chain is complete apart from ecological works and Phase 5 is also delivered apart from the small bridge installation.
- RBBC appointed a contractor for the new allotment site which will include revised access points from Meath Green Lane.
- The neighbourhood hall is ongoing but building works remain behind schedule and a management company to run it will therefore be considered at a later date.
- Lessons learnt from 'The Acres' development with encroachment on highways land and delays to road adoption, will be noted.
- New outdoor playing field provision in Horley for public consultation is being considered by RBBC.
- Cllr Biggs responded favourably to the suggestion of a top-down grand design of Horley Recreation Ground and Court Lodge fields in the form of a joint feasibility study to be undertaken by RBBC and HTC, using borough council resources/expertise and perhaps including Yattendon Recreation Ground (subject to confirmation and formal agreement).
- RBBC had prepared designs and estimates for refurbishing the public toilets at Consort Way. In the meantime, the facility will remain closed while alternative provision at other public locations are to be considered.

The Town Clerk advised that the next liaison meeting had been tentatively arranged for 26 November 2024, with the earlier date of 2 October having been withdrawn. A meeting confirmation would be sent out by RBBC to all participants in due course.

RESOLVED: noted.

C 5893

SCC/RBBC/HTC Joint Council meetings 2024/25

The Town Clerk reported on the meeting held on 2 September 2024 which included the following updates:

- The claim by Tesco for a Judicial Review at the former Air Ballon Site, Brighton Road (following planning permission granted by RBBC to LIDL Stores Ltd to redevelop the site to a Class E retail foodstore) is yet to be decided and HTC will be kept informed as a legal consultee.
- The introduction of 'What Three Words' by the Borough Council (to search for Horley Town Councillors) is to be integrated within their website upgrade;
- A briefing for HTC Members on Assets of Community Value (ACV) and Conservation Areas from the RBBC Head of Planning is to be arranged by HTC in the autumn.
- Post-16 Education will have more of a focus on affordable public transport provision to out-of-town destinations, including better links between the two towns as an urgent need.
- Ongoing delays to the Metrobus, Fastway 100 service at Westvale Park were discussed, noting that HTC had written to the SCC Highways Development Team in support of concerns raised by Westvale Park Residents Association, urging the service be brought forward much sooner than spring next year. Additionally, there had been a revised timetable for the 420 bus service and there is an extra hourly service to Reigate via Crawley/Horley which is helpful to pupils attending Reigate College and also provides an overnight service.
- Cllr Beech and Cllr Saunders will follow up with Langshott school about inconsiderate parking along 'The Meadway' and other nearby roads, causing concern for local residents and possible solutions, including a School Travel Plan.

- C 5893)**
- An informative update was received from Cllr Avery on the roll-out of new 'big belly bins' across the borough and there will be an opportunity for HTC to provide feedback on proposed locations for further consideration.
 - Updates were received on the R&B Parking Review and concerns regarding the proposed new bus lanes on the A23 (Section 4), as part of SCC's Redhill to Horley Sustainable Travel Improvements, were discussed and it was noted that HTC had participated in both consultations.
 - As part of new planned devolution arrangements for Surrey, a Level 2 County deal is yet to be decided and likely to be delayed due to the recent change in government.

A copy of the full meeting notes is appended to the signed copy of the minutes. The next SCC/RBBC/HTC Joint Council meeting is due to be held on 21 October.

RESOLVED: noted.

C 5894 **Internal Audit Matters**

The Assistant Town Clerk and RFO presented Councillors' Audit Certificates for April, May, and June as well as the financial reports, including bank reconciliations and a summary of receipts and payments up to June 30, 2024

RESOLVED: that the Councillors' Audit Certificates for April, May and June 2024, be received.

C 5895 **RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 30 June 2024, be approved.**

C 5896 **Annual Audit for the Year Ended 31 March 2024**

The Assistant Town Clerk/RFO advised that the Annual Audit 2022/23 had concluded and is unqualified with no issues arising.

RESOLVED: that completion of the Town Council's Annual Audit for the year ended 31 March 2024, be noted and is unqualified with no issues arising.

C 5897 **RESOLVED: that the Final External Auditor Report & Certificate for 2023/24, be received.**

C 5898 **RESOLVED: that the Annual Governance and Accountability Return (AGAR) for 2023/24, be received.**

C 5899 **RESOLVED: that payment of £1,680 plus VAT to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2024, be ratified.**

C 5900 **Community Foundation for Surrey (CFS) - Horley Edmonds Fund**

The Town Clerk reported that the Area Fund Panel meeting due to be held in July was postponed by one participant group, Gatwick Airport (GAL), at their request and was expected to be rearranged. The next round of application deadlines was also noted and any Expressions of Interest would need to be registered by the Foundation by no later than 14 October 2024. The Chairman added that the new 'HEF leave a legacy' leaflet to encourage donations had been finalised and would be printed for public distribution.

RESOLVED: noted.

Outside Bodies

C 5901

Horley Community Partnership

It was noted that the Horley Community Partnership had not convened since the last Full Council meeting. The Town Clerk reported that the RBBC Community Development Worker had shared the 'Horley Community Food Event' arranged at the community centre in association with the principal authorities, 'Growing Health Together' and 'Fair Share' on Saturday 14 September and this would be promoted by HTC on social media.

RESOLVED: noted.

C 5902

Borough Standards Committee

It was noted that no recent meetings had been held and there were no other updates.

RESOLVED: noted.

C 5903

Royal British Legion

Cllr Marshall reported that she was not in attendance at the last meeting and the latest minutes from the Horley branch had been circulated to Members, for information.

RESOLVED: noted.

C 5904

HTC Grants Scheme 2024/25

The Assistant Town Clerk/RFO reported that an application had been received from Horley Lions CIO for £500 to help replace the speakers on the 2 Santa Sleighs that are used over 17 nights visiting 223 streets in Horley over the Christmas period. Cllr Avery proposed that the grant request be approved which was seconded by Cllr Marshall and unanimously agreed by all Members. The charity would be informed accordingly and a publicity event arranged for the award presentation through the Council Grant Scheme.

RESOLVED: that the grant application from Horley Lions Club, in the sum of £500, through the Council Grants Scheme, be approved and a publicity event arranged with the charity.

C 5905

Council Policies

The Town Clerk presented the draft Biodiversity policy and explained that it had been drafted in line with new regulations to ensure that the Town Council has suitably demonstrated how it complies with the duty to conserve and enhance biodiversity. Cllr Easterbrook asked for clarification on new planning considerations by the LPA on biodiversity net gain, as to what each proposed development might make to meet the recommended threshold and it was decided that this be clarified by the Town Clerk outside of the meeting.

[Afternote: It was subsequently clarified the new LPA requirement is that new development must show an increase in quality habitats by at least 10% from what was there previously.]

RESOLVED: that the draft Biodiversity Policy be approved for adoption with no changes and published on the Town Council website.

Working Groups

C 5906

Environment Working Group

Cllr Avery gave a report of the Environment Working Group meeting held on 3 September 2024. The meeting notes had been circulated to members.

C 5906)

RESOLVED: noted.

C 5907

RBBC Strategic Infrastructure Programme (SIP) 2023-2027:

Reference Numbers: CIL SIP (2) 17, 18, 19, 20:

The Town Clerk informed Members that positive and consistent progress had been made with all live projects to coincide with the RBBC CIL SIP 2 Programme and Spending Agreements with some projects currently out for delivery. She added that two of the four major projects had been completed and gave the following summaries on the outcomes:

➤ **CIL SIP (2) 17: Community Safety, Horley Recreation Ground**

The contractor awarded for the perimeter railings replacement had started the works and is on target to complete by the end of September. The other community safety element concerning the CCTV tower cabling would be programmed at a later date to fit in with the overall timetable.

➤ **CIL SIP (2) 18: HTC Offices Expansion & Sustainability, Albert Road**

The architects had received pre-application advice and feedback from RBBC Planners with only minor issues raised in relation to *landscaping/tree surveys/biodiversity net gain; increase in parking spaces, cycle rack provision and design of solar panels to be in keeping with the street scene*. These had since been responded to and the architects will shortly submit a full Planning Application for the community building expansion.

➤ **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

The playground installation works had been completed with all minor snagging issues have been resolved and the play area is now open at the park. An informal opening ceremony is being planned and details will be announced shortly.

➤ **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing), Langshott and Church Road Allotment Sites**

Resurfacing works had been completed at both allotment sites and minor snagging issues had been taken up with contractor.

The Town Clerk added that the next collective Project Summary Report required by the RBBC CIL SIP Team is due in September and will be submitted shortly, in line with the legal requirements and Spending Agreements.

RESOLVED: noted.

C 5908

Christmas 2024

Arrangements for the **Councillor Christmas Hospitality event** at Horley Community Centre in December were discussed (subsequently confirmed for 7 December 2024 along with Town Centre Carol Service and HATs' Christmas Fair). Similarly to last year, Cllr Marshall will coordinate the volunteer rota for the event and consideration will be given to food options for the refreshments.

The Town Clerk reported that the Town Council's ground maintenance contractor, idverde, had kindly offered to sponsor the Christmas tree in the town centre this year and this would be followed up. Members recognised the kind gesture with sincere gratitude which would be passed on to the GM team. Additionally, Cllr Marr suggested that any money saved/unsent by the Town Council could be donated to a local charity and this would be followed up for consideration at a later stage.

RESOLVED: noted.

C 5909

Communications Received

The Town Clerk reported that an email was received from Cllr Andy Lynch stating that he has £2.5k in his Councillors Community Fund and 54k in his Small Community Projects Fund which must be used up by the end of January 2025. The Town Council has been invited to bid for this and that matter would be followed up for both SCC divisions to support Horley projects.

C 5909)

RESOLVED: noted.

C 5910

Diary Dates

Councillor Outreach event, Horley High Street pedestrian precinct, 14 September 2024.
Remove Horley Management Group meeting, 17 September 2024.
Full Planning & Development Committee meeting, 24 September 24.
Horley in Bloom Awards evening, Horley Baptist Church, 27 September 2024.

RESOLVED: noted.

C 5911

Items for Future Consideration

1. The Town Clerk advised that work had begun on the replacement of the height barrier at Court Lodge and progress will be reported at a future meeting.
2. The Chairman advised that he will be presenting a briefing paper and proposal for the Webex webinar system, at the next Full Council meeting.
3. An annual update from the RBBC Environmental Health Officer on Air Quality will be followed up.

RESOLVED: noted.

C 5912

Press Release

- HTC Council Grants Scheme grant award to Horley Lions and publicity event.

RESOLVED: noted.

C5913

Confidential Minutes

CONFIDENTIAL

RESOLVED: that the Confidential Minutes of the Ordinary Council Meeting held on [30 July 2024](#) and the Extraordinary Council Meeting held on [22 August 2024](#) be approved.

C5914

‘Café In The Park’ Occupancy, Horley Recreation Ground

CONFIDENTIAL

Members received an update from the Town Clerk on progress made to date.

RESOLVED: noted.

Meeting closed at 9.18 pm. Date of next meeting: 29 October 2024