

A Virtual Meeting of Horley Town Council will be held on Tuesday, 15 December 2020, at 7.30 pm.

Following Government advice, essential meetings of Horley Town Council will be held virtually during the Covid-19 crisis period and not in the Council Chamber. All papers will be published on our website and social media channels as normal. Members of the public may join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) by no later than one hour before the start of the meeting. This meeting may be recorded for monitoring purposes.

1 Virtual Meeting (Chairman)

To resolve that, in view of the Covid-19 crisis, this meeting of Full Council, taking place on 15 December 2020 be held virtually.

2 Apologies and Reasons for Absence

To receive apologies and reasons for absence.

3 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

4 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five Minutes in respect of a business item on the agenda and shall not speak for more than five Minutes 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 member of the public submits a question or comment in writing which shall be answered in due course. At the end of the Public Forum, members of the public will have their video feed turned off and microphone muted by the meeting facilitator. They may however remain to see and hear the meeting but may no longer take part unless invited to do so at the discretion of the Chair.

5 Minutes

To approve the Minutes of the Ordinary Meeting of the Council held on 27 October 2020.

6 Full Council Updates

7 Committee Reports

To receive the Minutes of the meetings of the following Committees:

- i) Approved Minutes of the Planning & Development Committee held on 10 November 2020
- ii) Unapproved Minutes of the Leisure & Amenities Committee held on 17 November 2020
- iii) Unapproved Minutes of the Finance & General Purposes Committee held on 24 November 2020

8 Chairman's Report

To receive a report of any recent events attended by the Chairman or his representative.

9 Borough, County Councillor and Other Related Updates

- i) To receive any updates on recent meetings with Borough and County Councillors.
- ii) RBBC/HTC Liaison Meeting - To receive any update on the meeting held on 1 December 2020.
- iii) Horley Residents' Forum Meeting - To note arrangements for the next meeting to be held virtually on 27 January 2020.
- iv) To receive any other updates.

10 Horley Town Councillor Co-Options (Horley South Ward)

To confirm receipt by the Town Clerk of the signed Declarations of Acceptance Office and Declarations of Pecuniary and Non-Pecuniary Interests for Cllr Hannah Avery and Cllr Jordan Beech, following their election to the Town Council by Co-Option at the Full Council meeting held virtually on 27 October 2020.

11 Town Council Estimates and Precept - Financial Year 2021/2022

To finalise requirements and set the Town Council Precept for 2021/22, following recommendations made by the Finance & General Purposes Committee at its meeting held on 24 November 2020.

...Continued

- 12 Standards in Public Life**
- i) [Standards Matter 2: Public Consultation and Public Sector Survey](#) – Closing Date: Extended to **29 January 2021** - To approve the Town Council’s response.
 - ii) **Model Member Code of Conduct** – To consider the updated Code by the Principal Authority (RBBC) for adoption by the Town Council.
- 13 HTC Town Plan Projects** – To receive an update from the Town Plan Delivery Group on suggested shortlisted projects for inclusion in the SCC Community Projects Fund (Your Fund Surrey) and consideration by Surrey County Council.
- 14 HTC Tree Survey**
To consider the recommendations of the Head of Leisure and Leisure Chairman on three quotes for tree surgery and to appoint a contractor to carry out the works identified in the recent Tree Survey.
- 15 HTC Operational Matters**
- i) CCTV provision - To approve the expenditure of two extra surveillance cameras at the Café Pavilion, Horley Recreation Ground, in the sum of £635 plus VAT.
 - ii) Broadband connection – To approve the provision of a 4G BT Mini Hub at the Café Pavilion, Horley Recreation Ground, with unlimited data and a cost of £30 per month.
- 16 Horley Community Partnership**
To receive any updates from Town Council representatives.
- 17 Environment Matters**
To receive any updates from the Environment Group.
- 18 Letters Received and Diary Dates**
- 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 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Full Council meeting held on 27 October 2020.



Town Clerk, 10 December 2020

Date of Next Meeting – 2 March 2020

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held virtually on Tuesday 27 October 2020 at 7.30 pm.

Present	Cllrs David Powell (Chairman) Jante Baird James Baker Giorgio Buttironi Mike George Jerry Hudson Adrian Kitajewski Helen Kitajewski Robert Marr Samantha Marshall Simon Marshall Wayne Phillips Martin Saunders Rob Spencer Fiona Stimpson
In Attendance	J Walsh (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk) J Morgan (Responsible Financial Officer)
	One member of the public
	Co-option Tom Turner Candidates Mike Humphrey Terry Johnson Hannah Avery Jordan Beech Eunice Wong

Prior to the start of the meeting there was a Minute's Silence in memory of Borough Councillor Derek Allcard who recently passed away.

C 5021 Virtual Meeting

RESOLVED: that in view of the COVID-19 lockdown period, this Full Council meeting be held virtually.

C 5022 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Kumar be accepted.

C 5023 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on the agenda.

RESOLVED: noted.

C 5024 Public Forum

The member of the public said that he was keen to hear the presentations from the six co-option candidates.

RESOLVED: noted.

**Horley Town Council (Horley South Ward):
Two Vacancies to be filled by Co-option**

C 5025 Members received oral presentations from the six candidates and asked questions when they felt it appropriate to do so.

RESOLVED: noted.

C 5026 The Clerk explained the voting process: All candidates were eligible for co-option. Votes would be taken separately for each vacancy and an absolute majority would be required for each co-option.

RESOLVED: noted.

C 5027 Following the virtual voting process for each vacancy, the Clerk announced the results:

RESOLVED: that Hannah Avery and Jordan Beech be duly elected to Horley Town Council, representing the Horley South Ward

C 5028 The Clerk thanked all the candidates for their interest in Horley Town Council. She explained that the co-opted members plus the other candidates were welcome to remain in the Public Forum for the public session of this meeting. The co-opted members would be able to formally attend meetings once the Clerk had received their signed Declarations of Acceptance of Office and Declarations of Disclosable Pecuniary and Non-Pecuniary Interests. The Clerk would update the RBBC Monitoring Officer on the results of the Co-options.

RESOLVED: noted.

C 5029 The Clerk explained that the Committee memberships for the newly co-opted Councillors would be decided in due course. (Hannah Avery subsequently decided to sit on the Leisure Committee & Planning Committee and Jordan Beech on the Leisure Committee & Finance Committee.)

C 5029) *RESOLVED: noted.*

C 5030 Ordinary Meeting of the Council, 25 August 2020

The minutes of the above meeting of the Council were presented for confirmation by members (to be signed by the Chairman of the Council in due course).

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 25 August 2020, including all confidential items, be approved.

C 5031 Leisure & Amenities Committee, 22 September 2020

RESOLVED: that the unapproved minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be received.

C 5032 Finance & General Purposes Committee, 6 October 2020

RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.

C 5033 Planning & Development Committee, 18 August 2020

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 5034 Planning & Development Committee, 15 September 2020

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 5035 Chairman's Report

The Chairman reported on the conclusion of his "Walk to the Menin Gate" fundraising initiative to raise funds for the Earl Haig Sports & Social Club (home of the Horley RBL), which had been attended by the RBBC Mayor and a number of socially-distanced supporters.

RESOLVED: noted.

C 5036 The Chairman also updated members on a virtual meeting of the RBBC Standards Committee, which he had recently attended.

RESOLVED: noted

Borough, County Councillor & Other Updates

- C 5037** The Clerk updated members on the meeting with County Cllr Kay Hammond and Borough & County Councillor Graham Knight, which had taken place the previous week. (Notes of the meeting are appended.)
- RESOLVED: noted.**
- C 5038** It was noted that a virtual meeting of the HTC/RBBC Liaison Meeting was to take place on 1 December and would be chaired by the RBBC Leader, Cllr Mark Brunt.
- RESOLVED: noted.**
- C 5039** The Clerk added that there were plans to hold a virtual Residents' Forum meeting in January 2021. Residents would be asked to submit questions or topics for discussion in advance. The meeting would be chaired by County Cllr Kay Hammond, with full details being published in advance through all the usual channels.
- RESOLVED: noted.**
- C 5040** **Schedule of Meetings until 11 May 2021**
- RESOLVED: that the attached schedule of meetings be approved.**
- C 5041** **HTC Investment Strategy and Policy**
- RESOLVED: that the attached Policy, as recommended by the Finance & General Purposes Committee be approved.**
- Café in the Park, Horley Recreation Ground**
- C 5042** The Clerk updated members on the recent meeting of Council Leaders and the Café Working Group. An overview of the café project had been provided along with a breakdown of costs. A full financial summary would be provided at the project completion stage.
- RESOLVED: noted**
- C 5043** The Clerk reminded members that, following an inspection, RBBC Building Control had insisted that an automated fire shutter/curtain be installed, which would surround the kitchen in the event of a fire and separate it from the restaurant. The Clerk had sought agreement for the emergency expenditure from the Leaders' Group. It was anticipated that the fire curtain would be fitted in early November.

C 5043) ***RESOLVED: that emergency expenditure required for the supply and installation of an internal fire curtain, at a cost of up to £12,000 plus VAT be ratified.***

C 5044 The Clerk added that the fixed broadband installation from BT was still outstanding. Practical completion of the cafe project was expected by mid-November, with the café opening in January. Meanwhile the café operator hoped to bring their mobile catering unit to the park several times a week.

RESOLVED: noted.

C 5045 It was noted that, following completion of the works, a full project review would be carried out by the Cafe Working Group, working with Cllr Robert Marr.

RESOLVED: noted.

C 5046 **Community Foundation for Surrey (Horley Edmonds Fund)**

RESOLVED: that the Fund Holder Quarterly Statement for the period until 30 September 2020 be received. (A copy is appended.)

Horley Community Partnership Meetings

C 5047 Cllr George reported that he had recently attended a virtual workshop hosted by the RBBC Community Partnerships Team, which had taken the form of a briefing and planning exercise as to how all Local Authorities would prepare locally for the welfare response required for a Covid 19 second wave. He added that a lot of useful information had been made available. Further regular updates were being received from the Community Partnerships Team.

RESOLVED: noted.

C 5048 Notes of a recent local Partnership Meeting are appended.

RESOLVED: noted.

C 5049 Cllr Saunders updated members on the Level Up Horley Project, which had been providing refurbished laptops to disadvantaged local children throughout the Pandemic. Cllr Saunders was delighted to report that 210 laptops had now been refurbished, more than double the original target. He particularly thanked YMCA East Surrey, who had been in receipt of the Project funding, as well as HTC, the Gatwick Airport Community Trust and the Henry Smith Charity, who had all donated funds towards the refurbishment of the laptops, kindly donated by local businesses, including Micromaintenance and especially Gatwick Airport. Martin was now looking to work with Voluntary Action Reigate & Banstead (VARB) to find charities that

C 5049) work with youth and their families in and around Horley, to carry on the project. Martin confirmed that the demand from local primary schools had now been met, although Oakwood School would possibly welcome extra items. He thanked HTC Officers for acting as a “depot” for the receipt of the donated laptops. Members recorded their appreciation of Martin’s immense dedication to this Project over the past few months.

RESOLVED: noted.

Environment Working Group

C 5050 Cllr George updated members on recent activities of the Group. The Great British September Clean, during which small groups of residents had litter picked around Horley had been extremely successful and it was hoped to repeat it next year. An online Environmental Questionnaire had been launched via the Horley & District Chamber of Commerce as a trial run and it was hoped to roll out something similar to Horley residents in due course.

RESOLVED: noted.

C 5051 Cllr George reminded members that there was to be a Members’ Briefing on proposals to develop a Horley Commercial Hub, this would take place prior to the Planning Meeting on 10 November. The Hub was planned as a walk-in centre with flexible working spaces for businesses, individuals and community groups and was anticipated to be a joint project with SCC, RBBC, HTC and the local Chamber of Commerce. The empty unit next to the new Horley Library was being viewed as a possible location. It was hoped that as many members as possible would be able to attend the private Briefing.

RESOLVED: noted.

C 5052 SCC Tree Planting Initiative

The list of suggestions for tree planting, received from local groups and residents was reviewed by members. Some suggestions were not felt to be suitable and Cllrs Powell and George agreed to visit some of the other proposed sites to check sightlines etc.

RESOLVED: that the final list (as appended) be submitted to the SCC Tree Planting Team and updates be provided at future HTC Leisure Meetings.

C 5053 Horley Remembrance Programme 2020

Members were updated on arrangements made for this year’s Remembrance commemorations. Whilst Government guidelines still

C 5053) permitted Services to take place this year, the Town Council was very aware that large numbers of local residents may gather at the War Memorial at 11.00 am on Remembrance Sunday, however small any formal Service might be. It had therefore been agreed with the Horley Royal British Legion that, whilst the Re-Dedication of the Memorial Gardens would take place on 4 November, albeit with reduced numbers attending, on Remembrance Sunday there would be a private shortened Service of Remembrance in the Old Churchyard at St Bart's Church, led by Rev Les Wells, with limited numbers in attendance. The Chairman explained that the Service would take place next to four WW1 war graves, where wreaths would be laid, prior to them being moved to the Horley War Memorial later in the day. The Chairman, as always would ensure that areas surrounding the War Graves were well maintained for the service and would also lay poppy crosses on the War Graves in both Churchyards ahead of Remembrance Sunday. Notices would be placed on the gates of the Memorial Gardens, advising that there would be no Service there on Remembrance Sunday and asking residents to avoid visiting the Gardens at 11.00 am. The Two Minutes Silence would take place as usual in the Horley Precinct on 11 November. The Chairman was thanked for his patient discussions with the Horley RBL, which had enabled a suitable and also very meaningful agreement to be reached.

RESOLVED: noted.

C 5054 **Letters Received**

Members considered a matter that had been raised by Cllr Buttironi; Father Francis Ezennia, Parish Priest of the English Martyrs Church in Vicarage Lane had expressed a desire for the (electronic) Church Bells to toll before Holy Mass. It had been ascertained that RBBC Environmental Health had never sought to stop the Church Bells ringing and the Town Council had never registered any objections to the bells being rung.

RESOLVED: that Father Francis be informed that HTC has no objections to the bells at the English Martyrs Church being rung.

Diary Dates

C 5055 **RESOLVED: that future dates be noted, including the members' Cyber Training on 3 November and Commercial Hub Briefing on 10 November.**

C 5056 Members were advised that it was planned to set up a separate Outlook Calendar for meetings, that members would have access to and would be able to update accordingly.

RESOLVED: noted.

Standing Order 3 af) was suspended at 9.30 pm and the meeting, with the agreement of HTC Officers & Members continued until 9.40 pm.

Meeting closed at 9.40 pm

Date of next meeting: 15 December 2020

Notes of Joint Meeting: SCC / RBBC / HTC
Held virtually on 23 October 2020, at 3.00 pm

Present: Cllr Kay Hammond (KH)
Cllr Graham Knight (GK) (Part Meeting)
Cllr David Powell (DP)
Cllr Mike George (MG)

In Attendance: Joan Walsh (JW)

1. Review of the previous SCC/RBBC/HTC Joint Meeting (held on 18 September 2020) and actions required.

1.1 Dialogue with Network Rail - Condition of Footbridge and Underpass:

Brought forward from previous meeting:

It was noted that dialogue with Network Rail on rail improvements may take place during the early design and implementation stages of the Horley town centre improvements projects to be delivered by RBBC, through the 'Delivering Change' scheme. Since RBBC had identified refurbishment of the subway as one of the key projects, it was hoped that Network Rail might consider improvements to the footbridge at the same time since there were concerns about the longevity, appearance and safety of the structure. However, this had yet to be determined and would be subject to further discussions between RBBC and Network Rail.

1.2 Forecourt, Court Lodge shops:

There was no update. KH will liaise with the Highways Officer on plans for replacing the bollards on the forecourt.

Action: KH

2. (i) Covid-19 Impact – Council Activities

SCC:

KH gave the following update:

- The Surrey Local Outbreak Engagement Board and [Surrey's Local Resilience Forum](#) were working in partnership on the Covid-19 response and making preparations in the event of a major incident arising as the situation evolves.
- Reigate & Banstead remained well controlled at Tier 1, Alert Level 'Medium'

Supplementary Note: This was subsequently adjusted in line with national restrictions with a second lockdown enforced by Government, from 5 November to 2 December 2020.

- **SCC Community Projects Fund (CPF):**

SCC had announced a new capital fund of £100m over 5 years to support community projects county-wide. The *Community Projects Fund* will be launched shortly and SCC would like representatives from voluntary, community and faith organisations to take part in a series of workshops, to help shape how the fund is to be managed. It is intended to support projects put forward by residents, community groups and organisations that meet a set of criteria, designed to ensure the deliverability and sustainability of the proposals put forward. It will specifically provide capital funding relating to an asset such as buildings, equipment, vehicles, public realm, rather than cover revenue costs, such as for the running and administration of an organisation. A large capital project may be put forward for consideration by the panel or a series of smaller schemes and match funding through other sources would also be considered. Further details will become available through widespread community and stakeholder engagement to help develop much needed improvement projects and to enhance local areas. It was thought this could present some great opportunities for Horley and would be closely followed as plans progress so that suggestions could be put forward by HTC.

RBBC:

GK gave the following update:

- Borough Members and Officers continued to work remotely from home to a large extent with meetings held through video conferencing and this was likely to continue for some time to come. As group lead, he would continue supporting Council employees through new ways of working on a digital platform. The local depots were still being manned by RBBC personnel at the sites.
- Great progress had been made to tackle the issue of homelessness after a substantial Government grant was received by Reigate & Banstead BC/Mole Valley DC/ Tandridge DC. As a result, there were no reports of homelessness in the borough at the time of reporting and long-term housing solutions were also being sought.
- Regent House Community Centre (Albert Road) had reopened on a limited basis to welcome back small groups of members.

HTC:

JW gave the following update:

- The Town Council offices remained open to the public as much as possible.
- HTC Officers were operating combined working from home and at the office on a lone working basis.
- HTC continued to follow the latest public health guidance by Government.
- Public meetings and internal meetings were continuing remotely on Zoom with the use of MS Teams for regular communications.
- Community hall hire enquiries were on the increase (possibly due to other local venues remaining closed).
- The Edmonds Community Hall had reopened to hirers along with other community buildings, including 'The Innes' Sports Pavilion at Court Lodge so that league matches could resume on the playing fields. All organisers had fully complied with the guidance by providing HTC with extensive Risk Assessments before for their sessions resumed.
- Play areas reopened in mid-July after detailed inspections were carried out and robust signage had been installed.
- HTC would continue to follow the latest Government and Public Health guidance and were receiving regular updates from the National and County Associations of local councils, including new legislation and statutory obligations of local councils under the amended regulations as the pandemic evolves.

Supplementary Note: *The Edmonds Hall subsequently closed again to hirers, following the second lockdown imposed by Government (from 5 November to 2 December 2020).*

(ii) SCC views on its focus on Horley over job losses and where employment opportunities are dependent on the operations of Gatwick Airport

It was noted that the SCC Leader had summarised in a recent Press Release how the impact of Covid-19 had raised a real need for vulnerable people and key workers to be supported as well as delivering essential services to local communities. Similar views had echoed further concerns on the affect that the pandemic had on employment since significant job losses were announced at Gatwick Airport, many of whom were Horley residents.

3. SCC Relocation from Kingston to Reigate

KH advised that SCC was on track to move its operations from Kingston to Reigate after purchasing the former Canon site (off Cockshot Hill) to use as a civic hub by councillors and employees. The site would provide around 480 parking spaces and other transport links to the site were also being considered. Their new headquarters were expected to be fully operational early in the new year.

4. SCC Tree Planting Scheme

It was noted that a widespread response on suggestions for tree planting to line roads and highways around Horley had been received by HTC from residents along with ideas put forward by Town Councillors and members of the Horley Open Spaces Committee. A shortlist would be considered at the next Full Council meeting and the final list would be forwarded on to the senior SCC Tree Officer for consideration by the County Council. A further update would be provided in due course.

5. Horley Family Centre

MG asked for an update on the Horley Family Centre in Albert Road and potential transfer of service provision by the YMCA. KH advised that the Family Centre could only provide limited services and activities due to the Covid-19 pandemic. However, no firm proposals had been made to its current structure in providing support for children under 11 years and their families and their occupation of the building remained at a peppercorn rent with SCC. It was expected that the matter would be re-evaluated at a later date along with new projects and additional levels of support would also be considered.

6. Horley Town Centre Improvement Projects (RBBC 'Delivering Change' scheme):

GK gave an update on RBBC's refurbishment programme with the four key projects outlined to:

- redevelop the High Street car park to provide new homes;
- make public space improvements to the High Street;
- refurbish the subway between the High Street and Station Approach; and
- install pay-on-exit car parking at the Victoria Road and Central car parks.

GK advised that the projects would be headed up by RBBC Portfolio Holders, Cllr Richard Biggs and Cllr Eddy Humphreys. It was expected that the improvement works would bring a range of benefits to the town centre by providing more affordable homes, revitalising the town through contemporary urban planning and shaping future economic growth. RBBC Project Managers were keen to engage with HTC and share their vision on implementation of the projects as plans move forward. He would ensure that this would be put in place so that HTC would have ample opportunity to make comment and have proper input.

Action: GK

***Supplementary Note:** RBBC's lead Project Managers on the Horley refurbishment projects had subsequently contacted HTC with a view to setting up focus group meetings as plans evolved along with fuller briefings for all Councillors so that regular updates could be provided along with the programme timetables.*

7. Highways Matters

That following highways issues in Horley were discussed:

Petition for controlled parking along Oakwood Road – may present difficulties during school opening times but would need to be considered by the Reigate & Banstead Local Committee.

Pavement defects, Consort Way (outside Post Office) – should be referred to the managing agents to take up with the owner of building.

Action: HTC

8. 'Café in the Park' Project, Horley Recreation Ground

JW explained that the Café Pavilion construction had been subjected to further delays on the delivery and installation of the fire curtain which had been identified by the Building Control Inspector as a necessary requirement. However, once in place, it was expected that the building would be signed off in

its entirely and Practical Completion would follow imminently. In the meantime, the operators were finishing off their internal fit out of the building and it looked very impressive with a tasteful interior design and an extensive range of high quality commercial cooking equipment. The building and perimeter were fully protected with surveillance cameras but these could only be reviewed at the site until the WiFi connection by BT Openreach had been completed. It was hoped that the official opening of the Café could go ahead early in the New Year, subject to Government guidelines and restrictions to control the transmission of Covid-19. Further updates would be provided by HTC through their normal online and social media channels.

9. Horley Resident Forum

It was agreed that KH will chair the panel for the first virtual *Horley Resident Forum* session. She will explain the format of proceedings at the start of the meeting, including the 'mute/unmute' and 'wave' functions to be used by residents to direct questions to the panel. It was noted that the meeting must be well controlled and the Chair will reserve the right to stop the meeting if deemed necessary. The following list of meeting protocols were also agreed:

- Full details to be clearly displayed on the *Horley Resident Forum* notice and this will be well publicised in advance of the meeting.
- Residents to be asked to submit their question or topic for discussion to HTC in advance and HTC to forward on the details to relevant portfolio holder to prepare their response, as appropriate.
- A brief agenda and previous notes to be circulated beforehand.
- Meetings to be arranged on Zoom and residents to be provided with a link for the meeting, on request.
- Residents to remain silent until invited to speak by the Chair and then asked if they are representing themselves or a group.
- Residents to be limited to speak for a maximum of 3 minutes with one speaker appointed to represent a group.
- A meeting facilitator will be present to liaise with the Chair/Panel Members throughout the meeting.
- The first session will be arranged in January with a confirmed date to be agreed at the next joint councillor meeting and then the details published through normal online and social media channels.

10. Any other business

Remembrance Services (2020)

DP explained the scaled back arrangements for this year's Remembrance Services through the Horley branch of the Royal British Legion (RBL). He advised that regrettably RBL would not be able to hold their Remembrance Parade through Horley or the usual Remembrance Sunday Service in the Memorial Gardens due to the Coronavirus pandemic. HTC had respectfully asked residents to avoid visiting the Memorial Gardens at 11.00 am on Remembrance Sunday to avoid the potential of large groups gathering but could visit at other times during the Remembrance period to pay their respects. The Poppy Appeal could also still be supported through the RBL website.

HTC Town Councillor Vacancies – Horley South Ward:

JW advised that at the Full Council meeting of HTC on 27 October 2020, Hannah Avery and Jordan Beech were elected to be co-opted to the Council to represent the Horley South ward. The voting process had been carried out appropriately during the virtual meeting, through two separate online polls on Zoom, and both members had since signed their Acceptance of Office and declarations. The Returning Officer had also been duly informed. Both Councillors were settling very well into their new roles of public office.

11. Date of next meeting: (to be advised).

RBBC/SCC/HTC Joint Meeting / JW



Horley Town Council Investment Strategy and Policy

INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Horley Town Council.
- 1.2 Authority reference is to the Council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest:
 - (a) for any purpose relevant to its functions under any enactment or
 - (b) for the purpose of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard:

- (a) to such guidance as the Secretary of State may issue, and
- (b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.

- 1.4 The Council acknowledges its duty of care to the community and the prudent investment of funds.

OBJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
 - The security of capital to minimise the risk of losses.
 - The liquidity of investments to meet the cash flow needs of the Council.
 - Maximising income within the framework of the national economic situation.
- 2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 2.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

- 2.5 Investments will be spread over different providers where appropriate to minimise risk.

INVESTMENTS

Definition of an Investment

- 3.1 The definition of an investment covers all the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit, for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

Investment Objectives

- 3.2 This Investment Strategy has the following objectives in priority order:
- Security – protecting the capital sum invested from loss
 - Liquidity – ensuring the funds invested are available for expenditure when needed
 - Yield – income return on the investment

Specified Investments

- 3.3 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.
- 3.4 The Council, for prudent management of its treasury balances may use - Treasury Deposits with UK clearing banks - Local Authorities or other Public Authorities approved public sector investment funds.
- 3.5 The choice of institution and length of deposit will be at the approval of the full Council.
- 3.6 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Non-Specified Investments

- 3.7 A non-specified investment are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

Liquidity of Investments

- 3.9 The Council in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.10 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

Long Term Investments

- 3.11 Long Term Investments are defined in the Guidance is greater than 36 months.
- 3.12 The Council does not currently hold any funds in long term investments.

REPORTING

- 4.1 The management of this policy will be by the Clerk / RFO and reported regularly to Full Council of the Finance and General Purposes meeting.

CAPACITY, SKILLS AND CULTURE

- 5.1 The Council is committed to continuous professional development and supports its Clerk/RFO and staff training and development through attendance at the SSALC Legal and Finance Day and any other relevant training to keep up to date with corporate governance.

REVIEW

- 6.1 This policy will be reviewed by the Council on an annual basis prior to the start of the new financial year. Any variation to the policy will be submitted to the Council for approval.

PUBLICATION

- 7.1 A copy of this policy will be made available on the Council's website.

October 2020.
Policy Review Date: October 2021.

Together we can

Fund Holder Quarterly Statement

Report for the Period: 01 April 2020 to 30 September 2020

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2020			£110,473.18
	Credits	Debits	
TOTAL	£0.00	£0.00	
Total Fund at 30 September 2020			£110,473.18

Please note: Endowment valuations are updated annually on the 31st March

Grants Income & Expenditure			
Opening Balance at 01 April 2020			£4,723.65
	Receipts	Payments	
Dividend Receipts and cash distributions from Endowment Funds	£2,313.65		
Contribution to Community Foundation		£867.62	
Grant Payments		£1,500.00	
TOTAL	£2,313.65	£2,367.62	
Balance available for grant making at 30 September 2020			£4,669.68

Statement of Grants Given

01 April 2020 to 30 September 2020

Date	Applicant	Amount	Note
04/09/2020	YMCA East Surrey	£1,500.00	Funding to increase the hours of a Family Support Worker and the Information & Advice Receptionist to support vulnerable families in Horley

1 grant given to the value of £1,500.00

Carol Fenton

From: Mike George
Sent: 25 September 2020 12:16
To: Town Clerk
Subject: Partnership Meeting Notes

This message originated from within Horley Town Council.

Hi Joan

A few notes from this mornings meetings.

- 1] Rod Ashford gave an update on the borough's activities including meetings with SCC to plan for a possible 2nd spike or local lockdowns.
- 2] Martin gave an update on Level Up.
- 3] SCC very concerned about Horley & the impacts from job losses from Gatwick. We were asked if we knew anyone who has/or likely to lose their Gatwick jobs & be happy to talk to SCC. SCC considering what resources the town might need going forward.
- 4] Update given on the recent meetings with RBBC re the proposed commercial hub.
- 5] Regent House – the hairdresser is open & hopefully soon they will be able to re-start the Chiropodist. Plans under way to for CAB to return.
- 6] The family centre is currently supporting 10 families which is the maximum capacity.
- 7] YMCA detached workers are active in The Acres.



Suggestions from Horley Town Council for the Surrey County Council Tree Planting Initiative

The following suggestions for Tree Planting in Horley have been submitted to ourselves by Horley Residents and endorsed by members of Horley Town Council:

- i)** The grassed area between the boundary of the Church Road Allotments and Sangers Drive is ideal for planting, at present it houses a dead tree!
- ii)** Trees could be planted along the Eastern Side of Orchard Drive, going to The Acres, leaving in place the self-established oak and ash saplings if possible.
- iii)** The fence between Church Walk and the A23, trees or shrubs would act as a barrier between the houses and traffic noise.
- iv)** Following a suggestion from the Gatwick Greenspace Partnership, who have been working with the newly established Landen Park Estate Residents Association, fruit trees could be planted along the border between the Landen Park Village Green and the Westvale Park Development.
- v)** The provision of small fruit trees for the proposed community orchards in Horley. Suggested areas: Court Lodge Road opposite Care Home, Cheyne Walk large roundabout, The Coronet, Horley, the eastern end of Emlyn Meadows where trees could be planted on the boundary & close to the residential properties in that area.
- vi)** There's long green strip of grass on Chequers Drive in Horley that runs adjacent to the Brighton road. Horley Town Councillors see this as a good site with great potential. A number of trees are present across the site but there is plenty of space to add more.
- vii)** The entrance to Windmill Close near Langshott School.
- viii)** May I suggest replacing the oak trees which have been removed from the verges on the Balcombe Road near the roundabout leading to Victoria Road. Possibly something other than oak trees to be considered.
- ix)** The green area near the junction of The Drive and Russells Crescent, opposite the little pocket garden (Q Garden) which is on the slope below the station. This is a smallish site with some trees present & very close to residential properties, however the site could accept a small number of new trees of a suitable species.
- x)** Replacement trees are desperately needed - as many as possible. My preference would be two on the verge at the junction of Horley Row and Benhams Drive (by the letter box).

Carol Fenton, Head of Leisure at Horley Town Council, 17 November 2020

HORLEY TOWN COUNCIL

**Minutes of a Meeting of the Planning and Development Committee
held virtually on 10 November 2020, at 7.30 pm**

Present	Cllrs	Hannah Avery	Mike George (Chairman)	Martin Saunders
		James Baker	Samantha Marshall	Rob Spencer*
		Giorgio Buttironi	Simon Marshall	Fiona Stimpson
		Jerry Hudson	David Powell*	

*** Absent**

Also Present

Joan Walsh (Town Clerk)
Judy Morgan (RFO and Planning Officer)

P 6950 Virtual Meeting

The Chairman opened the meeting by welcoming the new Member, Cllr Avery, to the meeting.

RESOLVED: that in view of the COVID-19 pandemic, the meeting of the Planning and Development Committee be held virtually.

P 6951 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Powell and Spencer be accepted for reasons as specified in the Attendance Register.

P 6952 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None declared.

RESOLVED: noted.

**P 6953 Approval of Minutes
Planning & Development Committee – 13 October 2020**

RESOLVED: that the minutes of the above meeting of the Planning & Development Committee, be approved.

Planning Updates

P 6954 P 6901 Speeding Concerns - Wheatfield Way, Langshott Lane and Orchard Drive/Cross Oak Lane Junctions

The Town Clerk reported that, as requested by HTC, the Surrey Safer Speed Watch Technician had carried out speed checks along Wheatfield Way. The report showed extensive speeding with 82% of movements being above the speed limit and a few movements recorded at very high speeds. The Chairman said that there was a band above the legal speed limit which was considered acceptable and only above this would it be considered a problem. He suggested that the Casualty Reduction Officer should be contacted and asked to review the data to determine whether there was sufficient evidence provided in the report to support traffic calming measures.

RESOLVED: that the Town Clerk follows up with the Casualty Reduction Officer to determine if traffic calming measures along Wheatfield Way, Langshott Lane and Orchard Drive/Cross Oak Lane junctions are warranted and updates the resident accordingly.

P 6955 Determined Planning Applications

Members reviewed the list of Planning Applications determined for the period 9 October – 5 November 2020.

RESOLVED: noted.

P 6956 Planning Applications received from Reigate & Banstead Borough Council for the period 9 October – 5 November 2020.

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 6957 Planning Appeals, during the period 9 October – 5 November 2020.

Members reviewed the list of Planning Appeals lodged, awaiting decision, and determined.

RESOLVED: noted.

Highways Matters

P 6958 Horley Pavement Audit Committee (HPAC)

The HPAC Chair, Cllr Fiona Stimpson, reported that the next meeting of the committee would be held virtually on 17 November 2020.

RESOLVED: noted.

P 6959 DfT Consultation: Managing Parking on Pavements (Closing Date: 22 November 2020)

The HPAC Chair presented draft responses to the online survey. Members reviewed the draft and a couple of changes were agreed. A note of thanks was made to Cllr Stimpson for her input.

RESOLVED: that the response from HTC to the above DfT consultation on 'Managing Parking on Pavements' (as appended to the Minutes), be approved and submitted prior to the closing date.

P 6960 SCC Highways Bulletins

RESOLVED: that receipt be noted of the latest SCC Highways Bulletins (already circulated to members).

Airport Matters

P 6961

GATCOM: Key Messages from Meeting held on 15 October 2020

Information had previously been circulated to Members. The Town Clerk gave the following overview:

The GATCOM Steering Group:

- had noted RBBC's air quality report on the impact of COVID restrictions on nitrogen dioxide pollution on the Horley Gardens Estate Air Quality Management Area which showed a reduction of over 50% in August 2020
- had welcomed a Report on the 2019 Noise Exposure Contours
- considered GATCOM's approach to a 'Build Back Better' Strategy
- would arrange a workshop on the Government's Call for Evidence on Night Flights once this had been issued.

The Passenger Advisory Group (PAG):

- highlighted the need to rebuild passenger confidence in air travel by requesting that the Government be asked to introduce testing for international travellers, or other mechanisms, to reduce the use of quarantine measures
- expressed disappointment at the lack of consultation on GAL's recently announced forecourt charging decision.

The GAL, CEO's commentary on:

- Restructuring of the business which has been undertaken to better align GAL's business to reduced passenger numbers and air traffic forecasts resulting in a further 598 job losses. 1,867 roles have been preserved and GAL will have more people in most parts of the business than it will need until passenger volumes return – currently anticipated in summer 2021.
- GAL is actively engaging with central government, local authorities, business groups and economic partnerships to help support collaborative efforts to plan for and drive economic recovery.

The next GATCOM meeting would take place on 21 January 2021.

RESOLVED: noted.

P 6962

ICCAN Online Survey: Future of Aviation Noise Management (Closing Date: 18 December 2020)

The Planning Chairman said that Government were having to rethink how noise is managed. The current night flights agreement ends in 2022 and consulting starts now however it is proposed that the current regime continues until 2024 when a new regime will come into force. It is a two-part consultation. GATCOM are collating comments for the online survey. He added that he would be attending an upcoming workshop on the matter.

RESOLVED: noted.

P 6963 GATCOM: Weekly Newsletters & Updates

The latest Newsletters and updates had previously been circulated to Members, for information. Receipt of these were intermittent at the present time.

RESOLVED: noted.

P 6964 GAL Community Engagement

The Town Clerk advised that the next meeting of the Surface Access Group would take place on 17 November. It was anticipated that one of the key topics would be the introduction of forecourt charging. A further update would be provided at the next Committee meeting.

RESOLVED: noted.

P 6965 Gardens Estate Horley

The Chairman said that there were complaints from the Estate about the smell of kerosene from the Airport. The issue had been recognised and would be monitored with a view to seeking mitigation if necessary.

RESOLVED: noted.

P 6966 Recent Airport Communications

From	Subject	Received	Action
GATCOM	Agenda and Papers for GATCOM Meeting 15 October	08.10.20	Noted
GATCOM	Weekly Newsletters & Updates	12.10.20	Noted
GATCOM	Runway Closures 2020 Calendar Rev 13	12.10.20	Noted
GATCOM	Calendar of meetings	23.10.20	Noted
GATCOM	Slinfold Gate Analysis for NaTMAG	27.10.20	Noted
GATCOM	CAA Update on Airspace Modernisation	03.11.20	Noted
GATCOM	Invitation to Gatwick Airport Airspace and NMB Public Meeting Airspace and Noise Management Board Public Meeting 2020	04.11.20	Noted

RESOLVED: noted.

MHCLG Planning System Reform Consultations

P 6967

MHCLG Consultation 2: Planning for the future – the Planning White Paper Paper (NALC deadline for responses :15 October, MHCLG deadline 29 October)

The Planning Chairman reported on the work of the HTC Working Group and said that the recurring themes in the White Paper would appear to result in a loss of local control, a loss of local democracy and a loss of local consultation. The HTC Working Group had formulated a response which had been previously circulated to all Members for comment prior to submission to the MHCLG.

RESOLVED: that the response from Horley Town Council to the above MHCLG Consultation 2: Planning for the future – the Planning White Paper (as appended to these Minutes), be ratified.

P 6968

Proposed Horley Commercial Hub

The Town Clerk referred to the private briefing presentation received earlier in the evening from Mike Humphrey, Horley Chamber of Commerce (HCoC) on the proposed Horley Commercial Hub. This had been well attended by HTC Members and SCC Cllr Kay Hammond was also present.

The Town Clerk gave an overview of some of the key points made in the presentation:

- The vision was to create a non-profit organisation for the benefit of supporting local businesses, community groups and individuals by providing a versatile and adaptable workspace in Horley town centre.
- This could be provided through hot desking on a 'pay as you go' arrangement or subscription basis together with pop up retail units so it would be easily accessible and could connect vulnerable people.
- The space needed to be made "rent ready" and it was hoped that this would be supported through funding by RBBC (subject to approval).
- An estimate of the costs involved to get the Hub up and running and the projected income were also presented.

Members valued the presentation received and supported the proposals, although some reservations were expressed about the start-up costs. The Planning Chairman said that it was important to get RBBC on board to invest in the people of Horley and support the town. The main intention of the briefing had been to inform Members of the vision for a Horley Commercial Hub and to seek support for the proposal. He added it was felt that HTC would need to make some financial contribution to the project, subject to Town Council approval.

RESOLVED: that the Town Council supports the proposals to develop a non-profit making Horley Commercial Hub, that the PowerPoint slides received be circulated to all Members for information and that a letter of thanks be sent from the Town Clerk to Mike Humphrey for his well-received presentation.

P 6969

RBBC: 'Delivering Change' Horley Town Centre Refurbishment Projects

It was noted that the Planning Chairman and the Town Clerk had attended a focus group meeting with RBBC Officers to receive an update on developments. An informal briefing with reference to PowerPoint presentation slides (later circulated to Members) was presented at the meeting along with an overview of the refurbishment projects and programme timetables. The reasoning behind the improvement works was further explained, in that it was fundamentally to invest in Horley town centre and promote economic prosperity. It follows the vision of the previously Horley Master Plan and previous work into the 'Horley Town Centre Study' through the Horley Town Management Group (HTMG). RBBC was very keen for HTC to have proper input throughout the design and implementation stages of the four inter-related key projects to:

- Redevelop the High Street Car Park to provide new homes;
- Make public space improvements to the High Street;
- Refurbish the subway between the High Street and Station Approach; and
- Install pay-on-exit car parking at the Victoria Road and Central car parks.

The projects would be funded through RBBC's Capital Programme together with S106 contributions held by SCC and an external grant from Coast to Capital LEP. A series of RBBC/HTC focus group meetings would continue in the coming months and a full briefing by RBBC would be provided for all members in January.

RESOLVED: noted.

P 6970

RBBC Consultation: Horley Conservation Area Appraisals (Church Road and Massetts Road)

The Town Clerk said that the documents had previously been circulated to Members and the RBBC Conservation Officer would be hosting some seminars on Zoom. Several Members had already put their names forward but if any other Member wished to attend, they should let the office know. Cllr Baker said that he would like to attend.

RESOLVED: noted.

P 6944

Horley Strategic Business Park – Draft Supplementary Planning Document

The Town Clerk said that feedback from HTC following the first visioning workshop had been taken on board by RBBC.

The HTC Working Group had attended a second workshop with RBBC which had similarly been very productive. It had covered the Draft Vision in more detail along with the Key Design Principles for the site. The HTC Working Group had made a number of observations, including environmental sustainability, flood mitigation, appropriate open space provision, flood mitigation, structure and design of the development along with conference, hospitality and service facilities.

P 6994) The draft SPD would be shared by RBBC once available, noting that this was still in the very early stages but work with the design consultants would commence shortly. The Planning Chairman commented that it was encouraging news about the possibility of the Town Park being prioritised as this would enable HTC to influence in its development and to achieve something positive for the town. Further updates would be provided in due course.

RESOLVED: noted

P 6995 Letters Received

From	Subject	Received	Action
ERTA	Horsham - Guildford Rail Rebuild and associated issues & Newsletter no.34	09.11.20	Noted
Fisher German	Esso Petroleum Company Limited -Alton to Purfleet Pipeline - Planned Maintenance	14.10.20	Permission granted
Metrobus	Stakeholder Newsletter	16.10.20 30.10.20	Noted
Resident	Horley pavements	09.11.20	Noted
SCC	Public Footpath 407 Diversion	13.10.20 15.10.20	Noted
	Order 2020: Public Path Order /Notice of Public Path Order		

RESOLVED: noted.

Diary Dates

P 6996 **RESOLVED: noted that the next virtual meetings to be held would be Leisure on 17 November and Finance on 24 November.**

Press Release

P 6997 **RESOLVED: that comments on Planning Applications be released to the press and placed on the Town Council website.**

Meeting closed at 21.08 pm

Date of next meeting: 8 December 2020

**List of Planning Comments on applications
registered by Reigate & Banstead Borough Council
during the period 9 October – 5 November**

To see plans please CTRL+click on the application number to follow the link

01. RBBC Letter Dated: 09/10/20	Application No: 20/02107/HHOLD
LOCATION:	7 Chestnut Road Horley Surrey RH6 8PF
DESCRIPTION:	Proposed conversion of loft to habitable space to include rear dormer and 2 no. roof windows to the north elevation, part two storey/part single storey rear extension and new doors/windows to the east elevation.
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20)	No objections

02. RBBC Letter Dated: 13/10/20	Application No: 20/01883/F
LOCATION:	22 Lumley Road Horley Surrey RH6 7JL
DESCRIPTION:	Proposed single storey rear extension
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20)	No objections

03. RBBC Letter Dated: 14/10/20	Application No: 20/02017/S73
LOCATION:	Saxley Court 121 - 129 Victoria Road Horley Surrey RH6 7AS
DESCRIPTION:	Part demolition of existing building, conversion of upper floors of existing building to residential with additional floor, connected 5 storey new build residential building. To provide total 43 apartments. Variation of Conditions 1, 5 and 14 of 14/00317/F - Conditions 1, 5 and 14 will need to be changed to reflect the requirement for the site access to remain as existing (ie one vehicular access only) - Condition 1 - Relates to the development being carried out in accordance with the approved plans. The approved plans will need to be changed to reflect the application for variation as shown on the revised drawings. Condition 5 - Relates to a requirement for the proposed two new vehicular accesses to be constructed in accordance with the approved plans. This now no longer applies as we intend to use the existing vehicular access. Condition 14 – Relates to details of the vertical clearance at both access points to the site. This needs to be varied as there is now only one access point (as existing). Variation of Conditions 5, 6, and 8 of permission 14/02653/S73. For the refurbishment block to be fully functional we are proposing temporary measures to overcome cycling and parking provision, whilst the new block is being built and completed. Change wording from 'prior to occupation' to 'prior to completion' to enable the 15 apartments to be occupied with temporary provisions for cycle and vehicle parking as listed below : Condition 5 - Any residents with vehicles and/or deliveries can utilise Victoria Road car park temporarily. Condition 6 - Any

**List of Planning Comments on applications
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To see plans please CTRL+click on the application number to follow the link

	residents/ visitors with vehicles can utilise Victoria Road car park temporarily. Condition 8 - The Ground floor cycle hoops have been installed enabling 4 cycle spaces as the attached photo. The First, Second and Third Floor apartments have 5 lockable storage areas on each floor as per the attached floor plans and photo. These enable a minimum of 15 cycle spaces and maximum of 30 spaces.
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20)	No objections

04. RBBC Letter Dated: 16/10/20	Application No: <u>20/02099/F</u>
LOCATION:	The Yard The Close Horley Surrey RH6 9EB
DESCRIPTION:	Proposed workshop building following demolition of existing nonagricultural buildings.
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20))	No objections

05. RBBC Letter Dated: 16/10/20	Application No: <u>20/02062/F</u>
LOCATION:	47 Lumley Road Horley Surrey RH6 7JF
DESCRIPTION:	Change of use of existing building from B8 (storage) to C3 (residential) to provide three residential units, plus associated works of alterations and construction.
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20))	The Town Council OBJECTS on the following grounds: i) overdevelopment; ii) out-of-character with surrounding properties; iii) poor amenities to proposed property; iv) adverse impact on neighbour amenities; and v) concerns about site access off a busy road which suffers from congestion with on-street parking.

06. RBBC Letter Dated: 20/10/19	Application No: <u>20/01609/HHOLD</u>
LOCATION:	147 Balcombe Road Horley Surrey RH6 9BX
DESCRIPTION:	Erection of rear conservatory
HORLEY TOWN COUNCIL COMMENTS (ratified 10/11/20)	No objections

**List of Planning Comments on applications
registered by Reigate & Banstead Borough Council
during the period 9 October – 5 November**

To see plans please CTRL+click on the application number to follow the link

07. RBBC Letter Dated: 22/10/20	Application No: 20/02240/HHOLD
LOCATION:	41 Wolverton Gardens Horley Surrey RH6 7LZ
DESCRIPTION:	Proposed outbuilding
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

08. RBBC Letter Dated: 23/10/20	Application No: 20/01978/HHOLD
LOCATION:	114 Balcombe Road Horley Surrey RH6 9BW
DESCRIPTION:	Proposed single storey side and rear extensions, garage conversion, reconstruction of front porch.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

09. RBBC Letter Dated: 23/10/20	Application No: 20/02034/F
LOCATION:	Cumberland Guest House 39 Brighton Road Horley Surrey RH6 7HH
DESCRIPTION:	Conversion of guest house and coach house to create eight self contained flats for occupation by residents in need of a limited element of care (use class C3). Single storey extensions to front and rear elevations of main building and extension to the coach house.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

10. RBBC Letter Dated: 26/10/20	Application No: 20/02295/HHOLD
LOCATION:	27 Queens Road Horley Surrey RH6 7AH
DESCRIPTION:	Proposed rear dormer to form rooms in the roof.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

**List of Planning Comments on applications
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during the period 9 October – 5 November**

To see plans please CTRL+click on the application number to follow the link

11. RBBC Letter Dated: 26/10/20	Application No: 20/00414/F
LOCATION:	14-16 Massetts Road Horley Surrey RH6 7DE
DESCRIPTION:	Remodel and extend first floor, new second floor extension and associated external works providing eight self-contained residential units. As amended on 19/10/2020.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections, so long as the three parking spaces to the front of the building are retained for the use of visitors to the retail units and as parking for an ambulance; rather than providing parking spaces for the development.

12. RBBC Letter Dated: 27/10/20	Application No: 20/02184/S73
LOCATION:	Ringwood 85 Parkhurst Road Horley Surrey RH6 8EX
DESCRIPTION:	Proposed detached bungalow. Variation of condition 1 of permission 20/00690/F amendment to approved plans, increase in depth and amendments to fenestration.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

13. RBBC Letter Dated: 28/10/20	Application No: 20/02182/HHOLD
LOCATION:	30 Crescent Way Horley Surrey RH6 7LL
DESCRIPTION:	Removed the rear shed, new single side and rear extension with a new flat roof with a lantern at the rear and new pitch roof with skylight on the side
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

14. RBBC Letter Dated: 02/10/20	Application No: 20/02220/HHOLD
LOCATION:	100 Lumley Road Horley Surrey RH6 7JJ
DESCRIPTION:	Rear extension. Part two story and part single story.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

**List of Planning Comments on applications
registered by Reigate & Banstead Borough Council
during the period 9 October – 5 November**

To see plans please CTRL+click on the application number to follow the link

15. RBBC Letter Dated: 03/11/20	Application No: 20/02204/ADV
LOCATION:	Unit 5 North Gatwick Gateway Cross Oak Lane Horley RH6 8PP
DESCRIPTION:	2 x non-illuminated wordmark signs on the north and west elevation of the property and non-illuminated directional signs across the site.
HORLEY TOWN COUNCIL COMMENTS (10/11/20)	No objections

**List of Planning Comments on applications
registered by Reigate & Banstead Borough Council
during the period 9 October – 5 November**

To see plans please CTRL+click on the application number to follow the link

Tree Works (Non-Felling)

A. RBBC Letter Dated: 12/10/20	Application No: 20/02066/TPO
LOCATION:	50 Meadow Way Horley Surrey RH6 9JA
DESCRIPTION:	Oak (T1) - To lift and reduce mature Oak tree overhanging the garage to give 2.0m clearance from garage roof. Oak (T2) - To reduce overhanging branches by 1.0m of semi mature Oak tree located in the front so that it doesn't overhang the driveway.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

B. RBBC Letter Dated: 03/11/20	Application No: 20/02227/TPO
LOCATION:	7 West Meads Horley Surrey RH6 9AF
DESCRIPTION:	T1 , Oak , reduce lowest limbs by 4m , prune back the limbs above by 1m-2m to maintain a natural shape
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

C. RBBC Letter Dated: 04/11/20	Application No: 20/02136/TPO
LOCATION:	6 Wellington Way Horley Surrey RH6 8JH
DESCRIPTION:	T1-Oak Tree located in rear garden, part of 'group or area or woodland'. Reduction required for upkeep and to allow more light. Proposed works: Reduce lateral branches by 2m.
HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):	No objections, subject to no adverse comments from the Tree Officer.

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
info@horleysurrey-tc.gov.uk
www.horleysurrey-tc.gov.uk



Planning for the Future
Ministry of Housing, Communities and Local Government
3rd Floor, South East Fry Building
2 Marsham Street
LONDON SW1P 4DF
By email: planningforthefuture@communities.gov.uk

28 October 2020

Dear Sirs

White Paper: Planning for the Future Consultation

Thank you for the opportunity to respond to this consultation. Horley Town Council (HTC) has considered the consultation at two Planning Committee Meetings held on 15 September 2020 and 13 October as well as a more focused Working Group and set out below is their considered response. Councillors do feel that insufficient time was given to consider a response given the importance of the topic and the degree of change being proposed.

At Town Council level, HTC feels that some of the content of this consultation is beyond the scope of our experience and qualification to answer but we would like to make the following points. Horley Town Council is situated in the Borough of Reigate and Banstead and has been subject to considerable expansion as in addition to development identified in the 2015 Local Plan, residential properties have also come from windfall sites and town centre conversions from commercial to residential properties under permitted development. Horley is a densely populated area and with the planned developments, and other additions, the population of Horley is expected to reach 28,500; a 30% increase on the most recent census figure of 22,000.

Although Horley has rural surrounds, the Town is not a rural area and as such has no comment to make on how policy should be formulated regarding designated rural areas. Reigate and Banstead Borough Council has a Development Management Plan, the DMP sets out the detailed policies and site allocations to deliver the Reigate and Banstead Local Plan: Core Strategy in the period up to 2027 and was adopted on 26 September 2019. HTC was consulted and gave input throughout the process that resulted in adoption of the DMP.

Horley Town Council is concerned about the proposed move away from local decision making to national which we feel will result in a de facto loss of democracy and community engagement. There also appears to be a lack of concrete evidence that the proposed changes to the current planning system will achieve the aims you are pursuing with these changes.

In answering the White Paper Consultation questions below, we are mindful of the current context of local government structures carrying out planning and firmly believe that the Devolution and Recovery White Paper should be brought forward first as it will clearly have an impact on those local structures including the current planning authorities.

1. What three words do you associate most with the planning system in England?

The three words HTC most associate with the planning system in England are 'Regulation', 'Growth' and 'Management'.

2(a). Do you get involved with planning decisions in your local area?

Yes - Horley Town Council does get involved with planning decisions in our local area as we consulted by the local planning authority.

3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?

[Social media / Online news / Newspaper / By post / Other – please specify]

As a legal consultee, we already have access to plans and contribute Council views to planning applications relevant to Horley online, using the principal authority's planning portal. We receive electronic notifications from the principal authority for planning applications in our area. We would hope that this would continue to be the case.

4. What are your top three priorities for planning in your local area?

[Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]

It is difficult to prioritise because all the options are important however, at present, the top three priorities for planning in Horley are:

i) building homes for young people; ii) supporting the local economy; and iii) More or better local infrastructure.

5. Do you agree that Local Plans should be simplified in line with our proposals?

[Yes / No / Not sure. Please provide supporting statement.]

HTC are not sure whether we agree that Local Plans should be simplified in line with the proposals. We feel that the proposed three land use categories is an over simplification. Horley is surrounded by a flood plain so we query what would decide 'areas of significant flood risk' as one of the criteria listed under protected area. It is hard for us to envisage how any changes from the current system whereby the Local Plan/DMP identifies areas of land for residential, employment etc. would create a benefit for Horley.

6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally? [Yes / No / Not sure. Please provide supporting statement.]

No - HTC does not agree with the proposals for streamlining the development management content of Local Plans and setting out general development management policies nationally. This would appear to significantly reduce the ability for local communities to influence the Local Plans and Development Management Policies. All localities have differing needs and constraints and we do not feel that a national policy would be able to address these issues. We do, however, support the proposal that Development Management Policies should be machine readable.

- 7(a). Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?**

[Yes / No / Not sure. Please provide supporting statement.]

HTC is not sure if we agree with the proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact. This appears to be lacking in detail and it is unclear how this would support government policies on climate change and the net zero carbon commitment. We believe that digital mapping is to be welcomed.

- 7(b). How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate.**

We welcome the proposal to remove the Duty to Cooperate. With regards to strategic cross boundary issues these would mainly be centered around roads, schools and healthcare, all of which are the currently the responsibility of the County Council and national bodies who can take an overview of the needs and look to meet them.

- 8(a). Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?**

[Yes / No / Not sure. Please provide supporting statement.]

We are not sure whether we agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced and we query whether the local authorities would have a role in identifying constraints?

- 8(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?**

[Yes / No / Not sure. Please provide supporting statement.]

Yes - we agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated.

- 9(a). Do you agree that there should be automatic outline permission for areas for substantial development (*Growth* areas) with faster routes for detailed consent?**

[Yes / No / Not sure. Please provide supporting statement.]

We are not sure if we agree that there should be automatic outline permission for areas for substantial development (*Growth* areas) with faster routes for detailed consent. Whilst it may speed up the decision-making process we are again concerned about loss of democracy, local community engagement and control.

- 9(b). Do you agree with our proposals above for the consent arrangements for *Renewal* and *Protected* areas?**

[Yes / No / Not sure. Please provide supporting statement.]

No - we do not agree with the proposals above for the consent arrangements for *Renewal* and *Protected* areas. We do not feel that there is sufficient information and would need to know, if greater detail, what is being planned and how windfall sites would be addressed.

- 9(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?
[Yes / No / Not sure. Please provide supporting statement.]**
No - we do not think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime; if this would lead to no control being exercised by the LPA or if the ability to consult with the local community was likely to be affected.
- 10. Do you agree with our proposals to make decision-making faster and more certain?
[Yes / No / Not sure. Please provide supporting statement.]**
No - we do not agree with the proposals to make decision-making faster and more certain. Faster decision making will squeeze out local engagement with the process, lead to loss of democracy and a lack of local control resulting in poor and/or inappropriate development. Setting a determination deadline of 13 weeks, whilst it may be the target, meeting it will be outside the control of the local authority as this could be negatively affected by the resources, or lack thereof, of consultees.
- 11. 11. Do you agree with our proposals for accessible, web-based Local Plans?
[Yes / No / Not sure. Please provide supporting statement.]**
Yes - we do agree with the proposals for accessible, web-based Local Plans. Especially if this makes Local Plans more accessible to local communities. We are strongly of the opinion that alternative means of access must continue to be provided for those without internet facilities.
- 12. Do you agree with our proposals for a 30-month statutory timescale for the production of Local Plans?
[Yes / No / Not sure. Please provide supporting statement.]**
Yes - we agree with the proposals for a 30-month statutory timescale for the production of Local Plans. However, we are very concerned that local consultation will be restricted to 'Stage 3' which is proposed to last only 6 weeks. This will prevent the local community, including Councils such as ourselves at Town and Parish level, being able to work with our principal authority in shaping the plan early on in the process. This must reduce the number of changes that would arise under this proposal. Another retrograde step is the threat to impose a word limit response. The Local Plan is too important a document to have these limitations imposed on the LPA and the local community. This appears to significantly water down the role of community engagement in the preparation of the Local Plan and leaves no time for a thorough review to take place.
- 13(a). Do you agree that Neighbourhood Plans should be retained in the reformed planning system?
[Yes / No / Not sure. Please provide supporting statement.]**
We are not sure whether we agree that Neighbourhood Plans should be retained in the reformed planning system. We have no experience of Neighbourhood Plans as HTC decided not to have a Neighbourhood Plan but to work, in partnership, through our principal authority's Local Plan and DMP.

- 14. 14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?
[Yes / No / Not sure. Please provide supporting statement.]**
We are not sure whether there should be a stronger emphasis on the build out of developments. Our recent experience has been mostly a positive one. Our local major developments have been carried out by two or more developers with each working simultaneously. As we understand it, locally, the only delays to build out have been the result of financial recessions such as the 2008 banking crisis.
- 15. What do you think about the design of new development that has happened recently in your area?
[Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]**
Horley has two relatively new developments and whilst there are some elements that we feel could have been done better, on balance, we feel that they were well designed in the main. Where we have concerns, these could have been ameliorated by providing more open space, making less cramped use of the space and making them less dense.
- 16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?
[Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]**
Horley Town Council feel that all the options listed are our priorities. We would like to see more green and open spaces, energy efficient new buildings, more trees, and less reliance on cars.
- 17. Do you agree with our proposals for improving the production and use of design guides and codes?
[Yes / No / Not sure. Please provide supporting statement.]**
No - we disagree with the proposals for improving the production and use of design guides and codes. We do not see how a 'one size fits all' approach is appropriate when local character needs to be preserved and promulgated. Currently our principal authority has Local Distinctive Design Guides on which we are consulted at every stage.
- 18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?
[Yes / No / Not sure. Please provide supporting statement.]**
No - we disagree that a new body should be established to support design coding and building better places and that each authority should have a Chief Officer for design and place-making. We have concerns about the powers of this new body and whether it can impose conditions on the LPA which might be at odds with the local needs. We do not agree or see the need for the chief officer role. Another and probably expensive post for the LA to have to fund. Our principal authority already has a Local Distinctiveness Design Guide on which we are fully consulted.

19. **Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?**
[Yes / No / Not sure. Please provide supporting statement.]
We are unsure about whether we agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England.
20. **Do you agree with our proposals for implementing a fast-track for beauty?**
[Yes / No / Not sure. Please provide supporting statement.]
We are not sure that we agree with the proposals for implementing a fast-track for beauty because there is a lack of explanation about what is meant by beauty and this may be very subjective.
21. **When new development happens in your area, what is your priority for what comes with it?**
[More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don't know / Other – please specify]
When new development happens in our area, many things that accompany it are important, but our key priorities would be more affordable housing, more and better infrastructure, more shops and/or employment areas and more green space.
- 22(a). **Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?**
[Yes / No / Not sure. Please provide supporting statement.]
We do not agree that the Government should replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold. We see no advantages in combining S.106 and CIL; the latter has only recently been introduced. The roles of both in new developments are quite clear and serve different purposes.
- 22(b). **Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?**
[Nationally at a single rate / Nationally at an area-specific rate / Locally]
The Infrastructure Levy rates should be set locally. Rates are currently set locally and reflect the costs in the local area. Surrey being a high cost area could suffer if a national rate was introduced.
- 22(c). **Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?**
[Same amount overall / More value / Less value / Not sure.]
The Infrastructure Levy should aim to capture more value, to support greater investment in infrastructure, affordable housing and local communities.

22(d). Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

[Yes / No / Not sure. Please provide supporting statement.]

We are not sure about the idea to allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area. While this could bring forward infrastructure quicker, we have concerns that it may also become a financial burden on the LPA.

23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?

[Yes / No / Not sure. Please provide supporting statement.]

Horley Town Council agrees that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights. We have experienced a large growth in permitted development which has an impact on the local infrastructure but does not make any contribution by way of the CIL.

24. 24(a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?

[Yes / No / Not sure. Please provide supporting statement.]

Apart from welcoming more affordable housing in our area, we have no comment to make on question 24.

25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy.

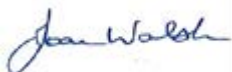
[Yes / No / Not sure. Please provide supporting statement.]

No - we do not think that local authorities should have fewer restrictions over how they spend the Infrastructure Levy. We feel that this would result in the levy income going into a central fund and would remove the requirement to invest in the local infrastructure. It should be used for tangible community benefit and not be used to support Council budgets.

We would like to add with regard to proposals 15,16,17 and 18 that whilst we support the aspirations; the White Paper is short on detail as to how these would be achieved and therefore it is impossible to give a meaningful response.

We hope that our above responses and comments made on this consultation will be given due consideration and we look forward to hearing the outcomes in due course.

Yours faithfully,



Joan Walsh
Town Clerk

cc – NALC, policy.comms@nalc.gov.uk
Claire Coutinho, MP for East Surrey
Claire Minter, Clerk Salfords & Sidlow Parish Council
Ian Dunsford, RBBC Planning Policy Manager
Cllr Richard Biggs, Cabinet Member for Planning Policy, RBBC

Pavement parking

Introduction

Thank you for responding to our consultation 'Pavement parking: options for change', your views will assist in deciding future policy for paving parking enforcement.

Closing date is 22 November 2020.

Confidentiality and data protection

The Department for Transport (DfT) is carrying out this consultation to decide on the future of pavement parking enforcement policy including your:

- favoured option of enforcement
- views on all enforcement options
- views on the vehicles exempted from these proposals
- views on the effect of the policies on different societal groups

and your reasons in order to gain a thorough understanding of your viewpoint.

This consultation and the processing of personal data that it entails is necessary for the exercise of our functions as a government department. If your answers contain any information that allows you to be identified, DfT will, under data protection law, be the controller for this information.

In this consultation we're asking for:

- your name and email address, in case we need to ask you follow-up questions about your responses (you do not have to give us this personal information, but if you do provide it, we will use it only for the purpose of asking follow-up questions)
- whether you are representing an organisation and if so the name of that organisation

Plus as an individual we are asking for your views towards pavement parking in your local area and the reasons, to attempt to understand how much local action affects your viewpoint.

Additionally for an organisation we will ask:

- for the organisation name, for identification of the business
- if your organisation is a commercial business with deliveries and, if so, the amount of deliveries and your view towards the 20 minute delivery exemption, since this criteria is still open to change
- if your organisation is a council and, if so, for numerous extended views on the
 - impacts
 - issues
 - costs
 - problems
 - implementationof the options plus previous parking enforcement experience at a local level to better inform our final decision

Your personal data is processed on behalf of DfT by Smartsurvey, with respect that they run the survey collection software only but will not be shared with any other third parties. [DfT's privacy policy](#) has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer.

Your information will be kept securely and destroyed within 12 months after the consultation has been completed. Any information provided through the online questionnaire will be moved to our internal systems within 2 months of the consultation end date.

Personal details

1. Your (for contact purposes only):

name?

email?

2. Are you responding as: *

- an individual?
- on behalf of an organisation? (Go to Organisation details question 6)

Problem

3. Do you think vehicles being parked on the pavement is a problem in your area? *

- Yes
- No (Go to Proposals question 14)
- Don't know? (Go to Proposals question 14)

What problems?

4. Pavement parking causes you problems because:

- you have a sight impairment?
- you have a mobility impairment?
- you use a buggy or pram to transport children?
- of another issue?

5. Would you leave home more often if there was no pavement parking? (Go to Proposals question 14 after answering)

- Yes
- No
- Don't know?

Organisation details

6. Your organisation's name is?

Horley Town Council

7. Is your organisation a commercial business? *

- Yes
- No (Go to Problem question 13)

Deliveries

8. Does your organisation routinely make deliveries as part of its business? *

- Yes
- No (Go to Problem question 13)

20 minutes parking exemptions

We are suggesting 3 options to address the problem of pavement parking, two of these options, stated as "option 2" and "option 3", if implemented would also include a business vehicle exception for deliveries.

This exception would allow 20 minutes, in line with existing London legislation, for a delivery to be completed.

9. Do you agree that 20 minutes of pavement parking would be adequate for a delivery? *

- Yes (Go to Problem question 13)
- No

Against 20 minutes exemption

10. Why not?

11. Of all the daily deliveries that you may make, what percentage do you think will take longer than 20 minutes each to be completed? *

- 0% (Go to Problem question 13)
- 1 to 10%
- 11 to 20%
- 21 to 30%
- 31 to 40%
- 41 to 50%
- 51 to 60%
- 61 to 70%
- 71 to 80%
- 81 to 90%
- 91 to 100%

Delivery types

12. In your opinion, what types of delivery that you make would require greater than 20 minutes?

Problem

13. Do you think vehicles being parked on the pavement is a problem in your area?

Yes

No

Don't know?

Proposals

We are researching ways that we can address pavement parking problems and, as part of this, are already working to simplify the process for Traffic Regulation Orders (TROs), making them less time-consuming and burdensome to implement.

TRO's can be used by a council to prohibit pavement parking locally.

We are suggesting 3 options to address the problem of pavement parking, although we are not limited to these.

Option 1

This involves completing the simplification work on TRO's but no additional action beyond this. TRO's allow councils to restrict pavement parking and set their own conditions for exceptions to these rules.

[Option 1 is explained in more detail in the consultation document.](#)

Option 2

In addition to option 1 we would allow councils to enforce against 'unnecessary obstruction of the pavement'. This is not a general pavement parking prohibition like option 3, but instead empowers councils to issue Penalty Charge Notices in individual instances. However, this option, would include a suggested 20-minute exception, for business vehicles, allowing them to pavement park for up to this time in order to load or unload goods when no other choice exists, in places such as narrow streets. Standard exceptions would also apply for emergency service and utility vehicles.

[Option 2 is explained in more detail in the consultation document.](#)

Option 3

In addition to option 1 we would introduce an England-wide pavement parking prohibition. Unlike option 2 which allows for enforcement of individual instances of obstructive pavement parking, this would prohibit pavement parking nationally, while allowing councils to implement local exemptions (such as for narrow streets where pavement parking is essential to ensure

traffic flows) which would be shown by use of traffic signs and bay markings. We also propose including a 20 minute exception, for business vehicles, allowing them to pavement park up to this time in order to load or unload goods when no other choice exists, in places such as narrow streets. Standard exceptions would also apply for emergency service and utility vehicles.

Option 3 is explained in more detail in the consultation document.

14. Your preferred option is: *

- 1, simplification of TRO's but no additional action? (Go to View on options)
- 2, in addition to option 1 allow councils to enforce against 'unnecessary obstruction of the pavement'? (Go to View on options)
- 3, in addition to option 1 introducing an England-wide pavement parking prohibition? (Go to View on options)
- an alternative option?

Another option

15. Describe your alternative approach.

View on options

As part of our research we are asking for your views on options 2 and 3, irrespective of what you chose as your preferred option.

Option 2: allow councils to enforce against 'unnecessary obstruction of the pavement'

Option 2 - in addition to option 1 we would allow councils to enforce against 'unnecessary obstruction of the pavement'. This is not a general pavement parking prohibition, but instead empowers councils to issue Penalty Charge Notices in individual instances. However, this option would include a suggested 20 minute exception, only applicable to business vehicles, allowing them to pavement park for up to this time in order to load or unload goods when no other choice exists, in places such as narrow streets. Standard exceptions would also apply for emergency service and utility vehicles.

16. How would you define an 'unnecessary obstruction of the pavement'?

Parking fully on the pavement when not necessary.

17. Do you think a warning notice should be given for first time offences of causing an unnecessary obstruction by parking on the pavement?

- Yes
 No
 Don't know?

18. What do you think are the advantages and disadvantages associated with this option 2?

Option 3: an England-wide pavement parking prohibition

Option 3 - in addition to option 1 we would introduce an England-wide pavement parking prohibition. This would prohibit pavement parking as a default position, while allowing councils to implement local exemptions (such as for narrow streets where pavement parking is essential to ensure traffic flows) which would be shown by use of traffic signs and bay markings. This option would include a suggested 20 minute exception, only applicable to business vehicles, allowing them to pavement park for up to this time in order to load or unload goods when no other choice exists, in places such as narrow streets. Standard exceptions would also apply for emergency service and utility vehicles.

19. Do you think a national prohibition should apply: *

- on no roads (since you are against the proposal)? (Go to Option 3: an England-wide pavement parking prohibition question 21)
 on all public roads within the country?
 only on roads with speed limits up to 40mph (this includes roads in villages, towns and cities)?
 in an alternative way of your description?

National prohibition

20. Should a national prohibition apply to:

- pavements only?
- pavements and verges?

Option 3: an England-wide pavement parking prohibition

Councils would exempt certain areas, where pavement parking remains essential such as narrow terraced streets with no off-street parking availability, by use of traffic signs and bay markings.

These signs and markings would be used to indicate to motorists where they were allowed to park.

21. What are your views on the impact this would have on the built and historic environment?

No comment

22. What do you think are the advantages and disadvantages of option 3:

for rural areas including villages?

for suburban areas ?

for town and city centres?

overall?

Option 2 environmental effect

23. Do you believe option 2 would have an impact on the environment?

- Yes

- No (Go to Option 3 environmental effect question 25)
- Don't know? (Go to Option 3 environmental effect question 25)

Option 2 environmental impact

24. What impact?

Option 3 environmental effect

25. Do you believe option 3 would have an impact on the environment?

- Yes
- No (Go to Exceptions question 27)
- Don't know? (Go to Exceptions question 27)

Option 3 environmental impact

26. What impact?

Exceptions

For both options 2 and 3 we propose exceptions for:

- fire brigade purposes
- police purposes
- parking in accordance with a direction given by a constable
- ambulance purposes
- the provision of, or in connection with, urgent or emergency health care, by a registered medical practitioner, registered nurse or registered midwife

- the purpose of saving life or responding to another similar emergency
- the purpose of providing assistance at an accident or breakdown
- postal services (within the meaning of section 125(1) of the Postal Services Act 2000)
- delivery, collection, loading or unloading of goods to, or from any premises, in the course of business (where this cannot reasonably be carried out without the vehicle being parked on a pavement; and the vehicle is so parked for no longer than is necessary for these purposes, and in any event for no more than a continuous period of 20 minutes)
- collection of refuse by, or on behalf of, the council
- street cleansing purposes by, or on behalf of, the council
- gritting or salting or the clearance of snow by, or on behalf of, the council
- road works by, or on behalf of, the council
- road maintenance (including street furniture) by, or on behalf of, the council
- street works by, or on behalf of, the council or statutory undertakers, including utility companies
- to comply with the duty in section 170 of the Road Traffic Act 1988 to stop after an accident

For option 3, we also propose an exception for any vehicle authorised by the council to be parked in a specified place at a specified time.

27. What, if any, other additional vehicles or services would you like to exempt and why?

Equality

In developing its pavement parking policy, the department will give due regard to the objective of:

- eliminating discrimination
- advancing equality of opportunity
- fostering good relations

between people who share protected characteristics of:

- age
- disability
- gender reassignment
- pregnancy or maternity
- race
- religion or belief
- sex
- sexual orientation

28. How do you think "option 2" will affect people who share the following protected characteristics of:

	eliminating discrimination? (Positively/Negatively /No affect/Don't know?)	advancing equality of opportunity? (Positively/Negatively /No affect/Don't know?)	fostering good relations between people? (Positively/Negatively /No affect/Don't know?)
age, in respect of:	Don't know	Don't know	Don't know
disability, in respect of:	Don't know	Don't know	Don't know
gender reassignment, in respect of:	Don't know	Don't know	Don't know
pregnancy or maternity, in respect of:	Don't know	Don't know	Don't know
race, in respect of:	Don't know	Don't know	Don't know
religion or belief, in respect of:	Don't know	Don't know	Don't know
sex, in respect of:	Don't know	Don't know	Don't know
sexual orientation to:	Don't know	Don't know	Don't know

Where you indicated negative impact, describe your reasons why?

29. How do you think "option 3" will affect people who share the following protected characteristics of:

	eliminating discrimination? (Positively/Negatively /No affect/Don't know?)	advancing equality of opportunity? (Positively/Negatively /No affect/Don't know?)	fostering good relations between people? (Positively/Negatively /No affect/Don't know?)
age, in respect of:	Don't know	Don't know	Don't know
disability, in respect of:	Don't know	Don't know	Don't know
gender reassignment, in respect of:	Don't know	Don't know	Don't know
pregnancy or maternity, in respect of:	Don't know	Don't know	Don't know
race, in respect of:	Don't know	Don't know	Don't know
religion or belief, in respect of:	Don't know	Don't know	Don't know
sex, in respect of:	Don't know	Don't know	Don't know
sexual orientation to:	Don't know	Don't know	Don't know

Where you indicated negative impact, describe your reasons why?

Council

The remainder of these questions, excluding the final comments section, are specifically about the impact on councils and only if responding officially on behalf of a local council should you respond.

30. Are you representing a council? *

Yes, continue to council questions.

X No, go to final comments. (Go to question 54)

Impact on councils

We are asking for your views on options 2 and 3 for pavement parking enforcement regarding:

- experiences
- staffing
- costs

31. Has your council introduced a TRO, or TROs, to implement pavement parking restrictions? *

Yes (Go to Pavement parking restrictions question 33)

No

Don't know? (Go to Injury claims question 36)

No pavement parking restrictions

32. Why not? (Go to Injury claims question 36 after answering)

Pavement parking restrictions

33. How many pavement parking TROs did your council issue in:

2010?	
2011?	
2012?	
2013?	
2014?	
2015?	
2016?	
2017?	
2018?	
2019?	

34. How long does a TRO take for you to put into place (in weeks)?

35. What is the average monetary cost (to the nearest £) of implementing a single TRO:

overall?	
in administration cost?	
in legal cost?	
for advertising?	
for traffic sign or road marking creation and installation costs?	

Injury claims

36. What was the:

	2019?	2018?	2017?	2016?	2015?
number of injury claims					

	2019?	2018?	2017?	2016?	2015?
made to your council in: number of injury claims made due to pavement parking in: number of injury claims for which compensation was paid in: number of injury claims made due to pavement parking for which compensation was paid in: total compensation paid for injury claims in: total compensation paid due to pavement parking in:					

Pavement repairs

37. What was the:

	2019?	2018?	2017?	2016?	2015?
total spend on pavement repairs in: the percentage of this total spend due to pavement parking:					

Option 2

Option 2 - in addition to option 1 we would allow councils to enforce against 'unnecessary obstruction of the pavement'. This is not a general pavement parking prohibition, but instead empowers councils to issue Penalty Charge Notices in individual instances. However, this option

would include a suggested 20-minute exception, only applicable to business vehicles, allowing them to pavement park for this time in order to load or unload goods when no other choice exists, such as narrow streets, plus standard exceptions for emergency service and utility vehicles.

38. If your council has civil enforcement powers, and is permitted to enforce the offence of 'unnecessary obstruction', would your council elect to do this? *

- Yes
- No (Go to Option 3 question 42)
- Don't know?

Choosing to enforce option 2

39. What number of staff, in your authority, would need to learn the new enforcement guidance?

To enforce this offence your Civil Enforcement Officers would need to issue additional Penalty Charge Notices (PCN's). The cost of

- issuing
- processing

these PCN's is covered by the penalty income.

40. Can you foresee any additional, unfunded costs outside of the normal costs of issuing and processing PCNs?

- Yes
- No (Go to Option 3 question 42)
- Don't know? (Go to Option 3 question 42)

Additional costs

41. What are these costs (list the individual costs and the total average expenditure based on a per annum basis)?

Option 3

42. In your authority area, estimate based on your total road network, on how much road pavement parking is necessary to ensure free-flowing traffic is maintained, give the amount:

in kilometres?

as a percentage of the total road length?

43. What do you expect an assessment of your road network, in order to identify exemptions, to cost overall and how do the costs break down individually (£)?

44. Would your authority need to provide more parking provision to implement option 3?

- Yes
 No
 Don't know?

Provide any relevant evidence to support this view.

45. Provide an estimate of the cost of implementing exemptions in your area including:

staff costs?

traffic signing costs?

bay marking costs?

removal of signage for previously implemented

TROs

restricting pavement parking in your area?

To enforce these offences your Civil Enforcement Officers would need to issue additional Penalty Charge Notices (PCN's). The cost of

- issuing
- processing

these PCN's is covered by the penalty income.

46. Can you foresee any additional costs beyond issuing and processing PCNs?

- Yes
- No (Go to Benefits of option 3 question 51)
- Don't know? (Go to Benefits of option 3 question 51)

Additional costs

47. Give an explanation and breakdown of the number of additional:

staff for your council?

salary costs for your council?

hiring costs for your council?

training costs for your council?

48. What additional staff roles do you envisage?

49. Do you expect any other, non staff, costs to arise from a national parking prohibition?

- Yes
- No (Go to Benefits of option 3 question 51)
- Don't know? (Go to Benefits of option 3 question 51)

Non-staff costs

50. What are these costs (list the individual costs and the total average expenditure based on a per annum basis)?

Benefits of option 3

51. What, if any, potential benefits (including any monetary benefits) do you think there will be for your authority from a national parking prohibition (such as existing costs being reduced)?

Greater cycle facilities

The government is looking to local authorities to introduce more cycle facilities to encourage active travel.

52. Do you think this will cause issues for a national pavement parking prohibition?

- Yes
- No (Go to Final comments question 54)
- Don't know? (Go to Final comments question 54)

Greater cycle facilities issues

53. What issues?

Final comments

54. Any other comments?

Horley Town Council is not a highway authority and does not have any enforcement powers and has therefore chosen only to comment on the selected option.

The state of the pavements is more of a concern to residents. Many of the pavements in Horley require repair and many do not have dropped kerbs or they have dangerously steep drops. There are powers available to resolve much of the parking that causes problems but there is

insufficient enforcement.

L 4979) *RESOLVED: that the relevant item be brought forward for earlier consideration at this meeting.*

L 4980 Café in the Park, Horley Recreation Ground

Cllr Hudson confirmed that RBBC Building Control had signed off the café building earlier in the day. Concerns were raised that water had entered the café building following recent heavy rain, possibly as a result of the external grids being blocked with debris. Checks were to be made that the pump was operating correctly and the situation would be monitored. A full project review was to be undertaken once all works were complete. The Head of Leisure advised that the café operator was currently bringing their mobile refreshments unit to the park several days a week and it was anticipated that the café itself would open in January.

RESOLVED: noted.

**L 4981 Approval of Minutes
Leisure and Amenities Committee, 22 September 2020**

RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be approved. (To be signed by the Committee Chairman in due course.)

L 4982 Dog Control Public Space Protection Orders in Reigate & Banstead

The Head of Leisure advised that the RBBC Orders had been renewed in their current form in October this year. Members were disappointed to learn that the Order for Michael Crescent Centenary had not been amended to cover just the playground. Cllr George added that some neighbouring District Authorities had introduced a fee for professional dog walkers to use their parks.

RESOLVED: noted.

L 4983 Community Tennis Coaching at Horley Rec Tennis Courts

The Head of Leisure advised that, whilst the coaching had currently been suspended in line with the latest Government Restrictions, there were plans to introduce the LTA Club Spark booking system for the sessions in the New Year.

RESOLVED: noted.

L 4984 Outside Bodies - Horley RBL Committee Meetings

It was noted that notes of recent Committee Meetings had been circulated

L 4984) to members

RESOLVED: noted.

Remembrance Services 2020

L 4985 Cllr Powell updated members on this year's Commemorations. The Re-dedication of the Memorial Gardens had taken place as usual, albeit with reduced numbers attending. A private service had taken place on Remembrance Sunday in the grounds of St Bart's Church, again with limited numbers present. The Two Minutes Silence had taken place in the Pedestrian Precinct on 11 November, this had been a carefully managed event with everyone socially distanced as required. Cllr Baker added that some people gathered informally at the War Memorial on the Sunday, all groups were socially distanced. Members agreed that, despite Remembrance Commemorations needing to be different this year, they had been equally meaningful.

RESOLVED: noted.

L 4986 It was noted that a local supporter of the Horley RBL had raised over £3,000 for the Poppy Appeal by selling "Remembering Local Veterans' wreaths to local residents to hang on their front doors. Each wreath had details of a local veteran who had given their life during WW1.

RESOLVED: noted.

L 4987 Future Remembrance Parades in Horley

The Head of Leisure reminded members that a recent Royal British Legion directive had said that, whilst Royal British Legion branches could still organise Remembrance Services, any parades and road closures were required to be the responsibility of a "Civic Authority". The HTC Responsible Financial Officer had subsequently been advised by the HTC Insurance Broker that it would not be possible for the Town Council to provide public liability cover for the RBL Parade as our insurance policy "would not defend the liabilities or activities of a third party, where the Council owes no duty of care".

RESOLVED: that these updates be provided when this matter is discussed at the HTC/RBBC Liaison Meeting on 1 December.

Horley Churchyards

L 4988 The Head of Leisure advised that a virtual meeting of the Churchyards Committee had taken place the previous week, minutes of which are appended.

L 4988) **RESOLVED: noted.**

Grounds Maintenance Update

L 4989 The Head of Leisure said that there were no issues to report regarding the Grounds Maintenance Contract with idverde.

RESOLVED: noted.

L 4990 **RESOLVED: that the purchase of two covered litter bins from Earth Anchors Ltd, in the sum of £976 plus VAT be ratified (replacing two damaged bins, one by the skate park and one at Court Lodge Fields).**

Playgrounds and Grounds Inspections and Repairs

L 4991 **RESOLVED: that receipt be noted of routine inspection reports from Bennetts.**

L 4992 The Head of Leisure reported that Bennetts had recently carried out minor repairs to the concrete table tennis table at Horley Rec (cleaning, filling & line painting), which had been very well received by local residents who had started to play there regularly during lockdown.

RESOLVED: noted.

L 4993 Members reviewed the deep cleansing of all parks equipment, being carried out by Bennetts on a daily basis as a result of the current Pandemic. The Head of Leisure told members that Bennetts had advised that the cleaning should continue until at least the end of the Christmas school holidays, however this should be subject to prevailing weather conditions on the day.

RESOLVED: that the deep cleansing of parks equipment continue, subject to weather conditions and be reviewed at the January meeting of the Leisure Committee.

L 4994 **Closure of Parks Equipment, Horley Recreation Ground**

The Head of Leisure advised that, in line with recent UK Government Coronavirus Restrictions, the tennis courts had been padlocked shut and closure notices displayed on the skate park, fitness equipment and MUGA. Bennetts were replacing the closure signs as needed, to ensure compliance with the current restrictions. (Equipment re-opened in line with updated Government Regulations on 2 December.)

RESOLVED: noted.

L 4995 Car Park, Horley Recreation Ground

Cllr Stimpson raised concerns that it was more difficult to access the grassed areas of Horley Recreation Ground, since new sleepers had been installed after the car park was recently extended. It was subsequently ascertained that there was a second disabled friendly access into the park from the car park, close to the entrance to the new café.

RESOLVED: noted.

L 4996 Football at Court Lodge Fields

All football was currently suspended, in line with current UK Government restrictions. (Football re-commenced on 5 December.)

RESOLVED: noted.

Horley Allotments

L 4997 **RESOLVED: that payment of £620 plus VAT for skips recently provided by Britaniacrest at the Church Road and Langshott Allotment sites be ratified.**

L 4998 **RESOLVED: that the quotation from Bennetts Builders to carry out routine repairs to the service road at the Langshott Allotments, in the sum of £650 plus VAT be approved.**

(Members noted that, longer term the re-surfacing of the service road would be a more cost-effective solution, subject to funding being available.)

L 4999 The Head of Leisure reported that the RBBC Greenspaces had responded to the Request for Pre-Application Advice regarding The Westvale Park Allotments. The HTC Head of Leisure had added further comments, all of which had been submitted to the Horley North West Consortium.

RESOLVED: that the comments regarding the Westvale Park Allotments be noted, a copy of which is appended.

L 5000 Members considered the possible provision of raised allotment plots for wheelchair users. Cllr Baker advised that, whilst it would clearly be beneficial to provide such a facility, the maintenance costs were likely to be quite high. The Head of Leisure added that there were several wheelchair users at the Langshott Allotment site, who had plots adjacent to the service road near the front of the site and had built raised beds to suit their own particular needs.

- L 5000) **RESOLVED: that disabled residents be given priority access to the most easily accessible plots at Westvale Park in the first instance and longer term, consideration be given to the provision of raised beds, when HTC funds permitted.**

Tree Works in Horley

- L 5001 **RESOLVED: that the quotation from Heatherlands Tree Care to cut back trees on the boundary of the Church Road Allotments, in the sum of £550 plus VAT be approved.**

- L 5002 The Head of Leisure advised that County Tree Surgeons had recently carried out tree surveys at Horley Rec, Court Lodge and Langshott Allotments for the previously agreed sum of £1,200 plus VAT. She told members that, to date two quotations had been received for the works required to be completed within six months and a third quote was awaited.

RESOLVED: that the quotations be considered at the Full Council Meeting on 15 December and a contractor be appointed to carry out the works.

- L 5003 **RESOLVED: that the quotation from County Tree Surgeons to carry out a tree survey at Michael Crescent Centenary Park, in the sum of £150 plus VAT be ratified.**

- L 5004 **RESOLVED: that the quotation from Heatherlands Tree Care to carry out the work subsequently identified at Michael Crescent, in the sum of £200 plus VAT be approved.**

- L 5005 **Surrey County Council Tree Planting Initiative**

It was noted that the list of suggestions for tree planting from local residents, community groups and HTC members had now been submitted to the Trees Team at SCC. Thanks were recorded to Cllrs Powell and George for carrying out a number of site visits to check sightlines etc.

RESOLVED: noted.

Horley Conservation Group (HCG)

- L 5006 **RESOLVED: that receipt be noted of the latest update from the Group (a copy is appended.)**

- L 5007 **RESOLVED: that the Town Council send its congratulations to the RBBC Greenspaces Team for its recent South & South East in Bloom Awards, in particular the Silver Gilt Award for Tanyard Meadows.**

L 5008 Gatwick Greenspace Partnership (GGP)

Cllr George updated members on the recent virtual meeting of the GGP Members' Steering Group.

RESOLVED: that the Town Council's contribution to the Gatwick Greenspace Partnership for the year 2021-2022 be kept at the original budget figure for 2020-2021

L 5009 It was noted that the GGP Volunteer tasks for November had been paused as a result of the latest Government restrictions.

RESOLVED: noted.

L 5010 Horley in 2020 Photography Competition

The Head of Leisure advised that over 150 entries had been received. Two semi-professional photographers had been approached to judge the competition, one was a Borough Councillor, the other a former Town & Borough Councillor.

RESOLVED: noted.

L 5011 Christmas 2020

The Head of Leisure advised that Mitchells of Horley were due to collect the Town Centre Christmas Tree from Balcombe Sawmills at the end of November. The Churches of Horley were awaiting further guidance before deciding whether any form of Town Centre Carol Service may be able to go ahead this Christmas.

RESOLVED: noted.

Carnival - 19 June 2021

L 5012 Members were updated on the recent virtual meeting of the Carnival Committee. The Carnival would be self-financing as there would be no main sponsors in 2021. Superheroes was the agreed theme.

RESOLVED: noted.

L 5013 The Head of Leisure advised that, following a change in the HTC Insurer, the Carnival & Parade were no longer able to be covered as they were seen as third party Events.

L 5013) *RESOLVED: that the Carnival Committee seek Public Liability Insurance for its annual events and in the first instance the Town Council's Insurance Brokers be asked whether they could facilitate an appropriate policy for the Carnival Committee.*

L 5014 Precept 2021/2022

Members reviewed the HTC draft Precept for 2021-2022 and made a consideration of the Leisure Committee's requirements. They suggested that predicted income from events and football should be reduced, given current restrictions and reiterated, that whilst they understood that it would not be possible to increase the Earmarked Fund for Parks & Playgrounds, they had no wish to see this figure reduced. (After the meeting RBBC subsequently confirmed that they would continue to pay the Devolved sum of £1,700 for HTC maintenance of Church Meadows and provision of Precinct Floral Displays.)

RESOLVED: noted.

L 5015 Letters received

Following information received, members considered whether it might be possible to award some form of Certificate of Commendation to a young man carrying out exceptional amounts of litter picking in Horley on a purely voluntary basis.

RESOLVED: that further research be undertaken and the matter be considered at a future meeting.

Meeting closed at 9.15 pm.

Date of next meeting - 19 January 2021

Minutes of the Virtual Churchyard Committee Meeting 11/11/20

Present: Rev Les Wells (Chair) Sue Middleton (sec), Thiru Jesudason, Michael Gardner

Michael George (Cllr) Carol Fenton (Deputy Town Clerk)

Apologies: Roy Page, David Powell

Absent: Roger Kidd, Michael Hill (RBBC), James Bradley (Idverde)

- 1) Prayer** – The meeting opened with Rev Les Wells reading Psalm 23. He also read out the words of the Act of Remembrance

“They shall not grow old as we that are left grow old. Age shall not weary them, nor the years condemn. At the going down of the sun & in the morning we shall remember them.

When you go home tell them of us & say for their tomorrow, we gave our today”

- 2) Matters of maintenance of the Churchyards**

New Churchyard

Schedule for grass & hedge maintenance as previously agreed is being carried out satisfactorily. Several members of the public have complimented on the appearance of the churchyard.

The maintenance contract continues for the year beginning April 2021 at the current rate + CPI.

There is an outstanding item of a hedge needed cutting on Church Road, as Idverde could not contact Parish office.

Action – Carol Fenton to provide contact details for the Idverde team.

Tree Condition Survey –

The 5 yearly Survey is due in March 2021. It was last done by Ben Tidey. It was advised if we got a quote now we may approach Kay Hammond for a grant from the members allocation fund.

- 3) Old Churchyard –**

The matters pertaining to the Old Churchyard raised in the Agenda could not be dealt with in the absence of a representative from the RBBC.

- a) Overdue Tree Survey** promised for March 2020 by Nigel Ellis Tree Officer who had also said as the RBBC had responsibility for the trees he would get the team to deal with the Yew with some dead branches.
- b) Michael Gardner** pointed out a very tall Fir in the Old Churchyard near the Pub posed a risk in the strong winds. That it needed the height reduced by 5 meters.
- c) The matter of Monument safety** – was being dealt with by Alan Bixby but no reports received as to what is planned.

Cllr Michael George & Carol Fenton advised we contact Moray Williams Head of the

Department of Green spaces, and copy to Helen West.

Action – Carol Fenton to forward contact email addresses.

4) Minutes of the previous meeting & the report of the churchyard walk

Passed as correct

5) Matters arising –

The Oak facing the rear of the Church View Close was pollarded in September.

6) Update on remembrance Sunday

In the absence of David Powell, Rev Les reported a Quiet service took place in the Old Churchyard with about 13 -14 people attending.

There had also been a quiet ceremony at the memorial gardens on 4th November posted on face book page of the British Legion.

Today 11th November – A two minute silence was observed in the Town Centre.

David Powell led it. Rev Les said it was gratifying to see the number of people who came out to join in.

7) James Baker – of County care had reported that they would finish cleaning & painting the gates of the New Churchyard by the end of November.

8) Work done in the New churchyard by Volunteers

Michael Gardner reported that when he & the volunteers had cut back the Bramble, they had exposed 5 headstones.

Also a dead Hawthorn was being taken down & too the Holly growing on the graves. He also reported some new graves had sunk by as much as 18 inches. He wondered if it was because the graves were dug by a small digger & when refilled large clumps of earth left a lot of air holes & when the earth settled it resulted in the graves sinking.

Michael hopes to get some of the paths cleared of weeds with help from the men's group.

9) Redecoration of the gates of the Lychgate

The Painter has removed the gates to paint it under cover on 9th November. He had reported it would take a week.

10) Any other business

a) Rev suggested a simple rededication service after the refurbishment of the Lychgate may be in order perhaps around June 2021.

b) Les felt this may also generate some publicity for the spire & roof repair which was an expensive project

Michael George suggested there was a grant which may be available called the Legacy Project that we may approach Kay Hammond County Cllr, about this.

11) Date of next meeting – Wednesday 3rd March 2021

Pre application advice for allotments

Disabled access –

Raised beds are ideal for wheelchair users. It may be a good idea to put a hard surface to and around these so that wheelchair users can access them easily.

HTC – Something for us to consider. We have some wheelchair users at our Langshott site however they have built their own raised beds.

Parking –

The more parking spaces the better, as people tend to park around allotment sites causing obstruction if they can't park in the designated car park. In the winter this is bad for the ground and numerous times people have had to be towed out because they get stuck in wet muddy ground.

HTC – We have already said that we would want parking spaces in favour of any “shared community area”, which might otherwise become a “dumping ground”, as happened at the Langshott site. The Westvale Park allotments do not have easy road access so parking may not be an issue here.

Boundaries –

The higher the fence the better, as this stops trespassers from getting in. Sites with low fencing and low gates are at higher risk of being broken into and tenants' plots being vandalised.

HTC- Fully agree, a steel fence would also be preferable.

Storage facilities –

A shared storage facility comes with the risk of theft from other plot holders. When tenants give their plot up, they may also just leave anything of theirs that is broken in there, therefore creating further issues of knowing what to remove and when, what things belong to who, and what works or doesn't. It may be a better idea to allow tenants to have their own individual sheds, the following is the official permission we give to plot holders –

'I confirm that permission is granted and that you can go ahead with the installation of a shed no larger than 6'x 4' in size. The shed will need to stand on concrete slabs bedded on a sand base and secured in position on wooden bearers. The shed is to be installed entirely at your own risk and the Council cannot be held liable for this shed or its contents. The shed together with the base is to be removed at the end of tenancy.'

(Although we allow people to leave the shed on the plot at the end of their tenancy if they wish, as new tenants are always happy to have one).

HTC- We have a shared storage container at Langshott, which is very popular so we would welcome the same at Westvale Park. We do permit small sheds, the wording in our Agreement is similar to RBBC.

Toilets –

We took the toilets out at all our sites out because the cost of maintaining/repairing them etc. outweighed the income we were receiving from allotments in general. Things to consider are the costs of cleaning and supplies, maintenance and repairs, regular testing, legionella monitoring, inspections, and health and safety legislation compliance.

HTC- We were disappointed that toilets could not be provided at the Southern Westvale Park site due to drainage issues, the toilets at our Langshott site are very well used and regularly cleaned and maintained by our Contractors. We look forward to toilets being provided at the Northern site.

Plot sizes –

250sqm and 125sqm are what we use for our standard sizes, but we do also have the odd random size (smallest one is 60sqm) to fit in with the shape of certain sites. Small plots are sometimes useful for first time allotment holders to start off on, but 125sqm and 250sqm are good sizes.

HTC- We set up the Langshott site with 62.5 sqm plots, however most people now have at least two. We aim to set up Westvale Park with 125 sqm plots, however we could consider some smaller raised plots for wheelchair users in due course.

Horley Conservation Group – Update November 2020

- All official volunteer activities within the group are supervised by staff from Sussex Wildlife Trust (SWT) in association with the Gatwick Greenspace Partnership (GGP)
- Staff at SWT have been furloughed for much of the year.
- The HCG contact and activity leader (Kevin Lerwill) returned to his job on October 1st and started to re-establish the group.
- Due to COVID 19 compliance measures volunteers needed to re-register with SWT before any further official tasks could be undertaken.
- Currently circa 10 people have re-registered. However, there is a now new lock down and it is unlikely that any 'official' tasks will be undertaken before the end of the year.
- During the summer months members of the HCG have carried out a number of tasks on the Burstow stream culling Himalayan Balsam as well as regular litter picks.
- Over the last few weeks members have worked individually on the community orchard at The Fieldings ensuring that it is in shape for the winter season.
- The group has also been working with RBBC on content for new information boards to be placed in Tanyard meadows. These new boards will compliment those already there and will concentrate on the biodiversity of the area.
- RBBC has been busy clearing the swales and cutting back adjacent vegetation across Tanyard Meadows in advance of wildlife hibernating.
- Tanyard Meadows won a Silver Gilt Award this year in the 'Southeast in Bloom' awards in the Country Park category.
- A new task list will hopefully be published next month (December 2020) with the tasks being undertaken in a COVID 19 compliant manner.

Bill Chaffe
HCG Secretary
11th November 2020

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on 24 November 2020, at 7.30 pm

Present	Cllrs	Jante Baird	Helen Kitajewski (Chairman)	Samantha Marshall
		Jordan Beech	Ganesh Kumar*	Simon Marshall
		Mike George	Wayne Phillips	Robert Marr
		Adrian Kitajewski	David Powell*	Martin Saunders

*** Absent**

Also Present Joan Walsh (Town Clerk)
Judy Morgan (RFO and Planning Officer)
Alan Jones (Consultant)

F 4659 Virtual Meeting

The Chairman welcomed new Committee Member Cllr Beech to the meeting.

RESOLVED: that in view of the COVID-19 lockdown period, the meeting of the Finance and General Purposes Committee be held virtually.

F 4660 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Kumar, and Powell be accepted for reasons as specified in the Attendance Register.

F 4661 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 06 October 2020, be approved.

F 4662 Finance Updates

F4615 - Safe Drive Stay Alive Campaign

The Town Clerk reported that further to the resolution made that the Council donate £100 to the digital campaign; the payment had been made and had been gratefully received. She understood that the online performances had been a great success.

RESOLVED: noted.

F 4663 Internal Audit Matters

The Chairman thanked Cllrs Samantha Marshall and Saunders for carrying out the Councillor audit.

The Town Clerk said that Andy Beams of Mulberry & Co had conducted the first internal audit on site (with COVID measures in place). The interim audit report had previously been circulated for information. The internal auditor focussed on governance and accountability and reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

His opinion was the Council takes governance, policies, and procedures very seriously and that the systems and internal procedures at Horley Town Council are well established and followed and that sound internal control was in place.

He made a few recommendations for future actions which he felt would enhance an already well-ordered system. The Clerk together with the RFO circulated draft responses to the recommendations for consideration and these were agreed by the Committee.

RESOLVED:

- i) that the Councillors' Audit Certificate for September and October 2020 and responses by the RFO, be noted. (Copies are appended).*
- ii) that the outcome of the first internal audit with Mulberry & Co be noted and Council responses (appended) agreed.*

F 4664 Financial Reports for September and October 2020

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) September and October Bank Reconciliations*
- ii) September Receipts List totalling £223,145 and October Receipts List totalling £17,091 – includes Precept of £202,388, S136 £18,871 and CIL £14,988.*
- iii) September Payments List totalling £35,090.56 plus VAT (£37938.49). October Payments List totalling £73,799.88 plus VAT (£84,732.57)- includes a payment of £27,826.83 excluding VAT to Newlyn's towards the Café Build.*
- iv) October Summary of Accounts*

F 4665 Town Council Estimates and Precept 2021/22

The RFO referred to the information previously circulated to all Members, outlining the aims and context for setting the precept for 2021/22, and the proposals to meet those requirements as modelled in the scenario being recommended. The views of all committees had been included in the modelling and the Chair and Vice Chair of the Finance Committee had reviewed the proposal together with the Town Clerk and RFO. The RFO recommended that to preserve the level of General Reserve, as much as possible, while continuing to deliver all services and funding some new community initiatives an amount of £15,000 should be precepted giving a rise in tax of 4.56%; which is lower than last year's increase and would see Band D tax for HTC rise by £1.81 for the year.

Following that work, the Leisure Committee had the opportunity to further consider the proposals and felt that there should be a significant reduction in the level of income predicted and they had a few other queries which the RFO answered. The RFO explained that if Members wished to reduce predicted income by £8,000, some consideration as to how to balance this out would need to be given. The options were to cut expenditure, reduce earmarked reserves, reduce general reserve, or increase precept. Members discussed the

issues and agreed that following the recent Government announcement about vaccinations they wished to take a more optimistic view and reduce the predicted income by £4,000. They instructed the RFO to cut some of the budgets to make up the £4,000 budget gap.

The level of proposed increase in precept was debated by Members. Concern for the economic circumstances of residents was expressed. Some Members felt that this would be offset by Council Tax Relief. Cllr Simon Marshall proposed that the increase in precept be 4.56% or a rise of £1.81 per year for a band D household, as modelled for the reasons set out by the RFO. Cllr Baird seconded the proposal, and this was agreed. The draft precept amended as agreed by the Finance Committee would be presented to Full Council for approval at its meeting in December.

RESOLVED:

- i) That the RFO adjust the draft budgets according to the guidance received from Members at the Finance Committee Meeting***
- ii) That although the earmarked reserves for the Edmonds Hall and Election Contingency would be reduced to zero, they should remain on the fund list as they would need to be built up in future***
- iii) That a rise in precept of 4.56% be agreed***
- iv) That the draft budget, amended as agreed, be presented to Full Council for approval at the meeting on 15 December 2020***

F 4666 Café In The Park Project, Horley Recreation Ground - Practical Completion

The Town Clerk provided a comprehensive update on Practical Completion of the new Café build and associated external works at Horley Recreation Ground. She explained that handover from the contractors to Horley Town Council took place on 20 November 2020. She had been in attendance along with the contractors, the managing surveyor acting for the Council, Cllrs Baird and Hudson (representing the Council's Working Group) and HTC Consultant, Alan Jones. The group had a final inspection of the site and Café build and full sets of keys were provided for the keyholders. HTC would receive the completed Health & Safety and Operations & Maintenance Manuals shortly.

The Town Clerk further advised that the fire curtain (linked to alarm systems) and the lowered counter had been successfully installed and Building Control had signed off the building in its entirety. These features would be duly validated in the Final Building Control Certificate to follow. The Building Control Inspector had advised the contractors that the final construction was thought to be of award-winning status and should be put forward for accreditation in due course.

The Town Clerk further confirmed that everything was in order for the operator to begin trading as soon as possible but this would depend on ongoing public health guidance from Government on the COVID-19 pandemic. Members were very pleased to note that this major capital project had reached a satisfactory conclusion and it was an exciting milestone for the Town Council to have reached despite many difficult challenges during unprecedented times. Ultimately the objectives to provide a new contemporary Café with toilets along with larger car park and attractive landscaping had been achieved and it was hoped to be seen as transforming the Recreation Ground into a flagship park and creating a real legacy for the Horley community.

F 4666) (**Supplementary Note:** A [Press Release](#) was subsequently issued by the Town Council and published through its normal online and social media channels.)

RESOLVED: Noted.

F 4667 Café Tenancy and anticipated Opening Date

The Town Clerk explained that the operator was aiming to open in early January (subject to Government guidance on COVID-19 precautions at that time). She said it was clear to see that the operator had put an enormous amount of hard work and large capital investment into their new business venture and they were looking to employ local staff on contracts to work at the Café to coincide with their opening from 7.00 am up until 7.00 pm in the summer months . Planning approval from RBBC to house the outside container was still outstanding. She added that the operator remained very enthusiastic and excited about the project and they had many good innovative ideas to impart for their new business venture.

In response to Members questions, the Town Clerk confirmed that a small ceremony would be arranged to coincide with the official opening and HTC would be inviting the local MP along with County and Borough Councillors. Further details would be provided in due course.

RESOLVED: Noted.

F 4668 Licensing Application

The Town Clerk Informed Members that the operator has made a Licensing Application to the Borough Council to provide alcohol. They planned to serve wine and beer with meals but only on the premises.

RESOLVED: That a letter of consent to serve wine and beer with meals be issued to the operator subject to them obtaining the appropriate Alcohol License from the RBBC.

F 4669 Mobile Unit Use

The Town Clerk reported that the operator was utilising their mobile unit occasionally at the site during the second COVID-19 lockdown period and sought approval of the arrangement. She said that they were using the opportunity to get to know local people, keeping the unit secure and were giving some informal viewings of the Café. She understood that that the mobile unit service had been well received and custom was generally regular.

RESOLVED: That a letter of consent approving the arrangement whereby the operator is using their mobile unit to trade prior to opening be issued.

F 4670 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

Surrey ALC AGM, 22 October 2020

Cllr Mike George as the Town Council's representative reported on the meeting, as follows:

- The unitary process is being paused and may not come back.
- SCC will be operational from their new Reigate location effective 1 January 2021.

- F 4670)**
- Councils should start planning for hybrid meetings as these may become a reality in the future
 - There was a discussion around Remembrance Services and Parades this year and with regards to future parades, when these can be held, the civic authority responsible for organising these is deemed to be the Borough or District Council.
 - Training has been particularly successful since the lockdown in March with increased attendances in comparison to actual sessions. Virtual sessions have meant no venue costs incurred & members saving on travel costs. The case was being made for this to continue. The recent meeting of council chairmen attracted 50 participants: a record number for this event.
 - A homeworking policy template is available, there is a duty on the employer to ensure that the homeworking environment is adequate.
 - Playgrounds may be re-opened by not outdoor gyms.
 - It was being recommended for resilience that Town and Parish Councils work together in clusters for resilience.
 - Following HTC's recent successful experience of conducting a virtual online poll for the Co-option of two new Town Councillors, Cllr George had offered for the Town Council to share their experience with other Councils.
 - Opposing views were expressed on the recording of meetings and it was up to each Council to decide on how it wished to proceed.

RESOLVED: noted.

F 4671 SSALC and NALC subscriptions for 2021/2022 –

RESOLVED: noted that for 2021/22 the Town Council's SSALC subscription will be £1,750 and the NALC subscription will be £1,433 (Total £3,183).

F 4672 Standards Matter 2: Public Consultation and Public Sector Survey – Closing Date: 18 December 2020 (NALC Response Deadline: 4 December 2020)

The Town Clerk said that as part of its review into the institutions, processes, and structures in place to support high standards of conduct, the Committee on Standards in Public Life was seeking the views of the public. Following a brief discussion, it was agreed that the Chairman and Vice-Chairman (with Officer support) should prepare a draft response for consideration by Council at the meeting on 15 December. Although this would be after NALC's deadline it would meet the closing date stated by the Committee on Standards in Public Life (since this deadline had been extended to 29 January 2021)

RESOLVED: that Cllrs H Kitajewski and Samantha Marshall draft a response to the Standards Matter 2: Public Consultation and Public Sector Survey, for consideration and approval at the Full Council on 15 December 2020.

F 4673 National and County Association Updates (NALC and SSALC)

The Town Clerk gave the following updates:

- The latest NALC guidance was being followed with regard to the continuance of remote meetings under the amended regulations. The introduction of some blended meetings seemed a possible option at a future stage and HTC would facilitate these when it was safe to do so.

- NALC had recently launched the 'Make a Change' Campaign to encourage people to become Councillors in the run up to the May 2021 local Elections and the process to be followed through the principal authority's Returning Officer.
- Awareness of the 'Level Up' Laptop Appeal had been raised with SSALC and Cllr Saunders had offered to run online presentations for any Town and Parish Councils that might be interested to launch a similar initiative in their respective areas.

RESOLVED: noted.

F 4674 COVID-19 Response

The Town Clerk gave the following overview on the Town Council's current measures in response to the COVID-19 crisis:

- The Edmonds Hall had been closed to hirers for the duration of the second lockdown; most hirers have said that they do not plan to return before the Christmas break.
- The HTC office is now open and manned between 10 am and 4 pm weekdays. Staff are back to a blend of home working and lone working and the office is generally busy with visitors and telephone calls. Because the team is small and providing as much cover as possible, visitors are advised to call ahead for an appointment to ensure that a staff member will be available. The Council caretaker is on site daily. She said that HTC staff should be commended for stepping up to the many challenges of working in this way to ensuring that all day-to-day activities of the Town Council are being met. Members thanked the Town Clerk and Officers for their tenacity and flexibility to enable the Town Council to remain public facing during the crisis.
- The Town Clerk explained that there were some persistent youngsters using the back of the building for football and there was also a broken rear bollard light. It had therefore been decided to turn out the lights at the rear the building for a couple of weeks in the hope that this would discourage such use. Once the hirers return the lights will be switched back on again for safety reasons.
- The Town Council's Homeworking Policy would be brought forward for action and it was planned for each member of staff to carry out a DSE Assessment to ensure that they were full equipped to carry out home working.
- The Town Clerk added that as part of planning for staff to return to the office, modular desk screens for dividing up the workspace had been purchased to provide a COVID secure environment.

RESOLVED:

- F 4674**
- i) That the reclosure of the Edmonds Hall and the maintenance of Town Council Office opening hours during the second lockdown be noted and kept under regular review; and***
 - ii) that the purchase of modular desk screens 4 bay workstation dividers for the office in the sum of £570 (including shipping) plus VAT be ratified***

F 4675 Operational Matters

RESOLVED:

- i) That the Town Council's annual telephone maintenance contract in the sum of £250***

- F 4675) *plus VAT be ratified.*
- ii) *That the Town Council's annual website hosting in the sum of £500 plus VAT be ratified.*
 - iii) *That the quotation from WET for the replacement of 11 Thermostatic Mixing Valves at the Innes Pavilion, in the sum of £1,405 plus VAT be accepted.*

F 4676 Defibrillators in Horley – The Bull Public House

The Town Clerk reported that delivery of the defibrillator was expected on 26 November 2020, after which time, HTC would arrange for it to be installed. They planned to hold a small informal opening ceremony and then the project would be concluded.

RESOLVED: Noted.

F 4677 Horley Edmonds Fund

The Town Clerk advised that the deadline for applications in the next round for consideration by the Community Foundation of Surrey (CFS) was 17 January 2021 and it was already open for Expressions of Interest. She would ensure that the deadlines for next year coincided with Full Council meetings.

RESOLVED: noted.

F 4678 SCC Community Projects Fund

The Town Clerk said that SCC had launched its widespread community engagement of the £100m 'Your Fund' Community Scheme and HTC should collate a list of ideas and thoughts to lodge on the SCC 'Commonplace' interactive map put forward to SCC Cllr Kay Hammond.

It is intended to support projects put forward by residents, community groups and organisations that meet a set of criteria, designed to ensure the deliverability and sustainability of the proposals put forward. It will specifically provide capital funding relating to an asset such as buildings, equipment, vehicles, public realm, rather than cover revenue costs, such as for the running and administration of an organisation. A large capital project may be put forward for consideration by the panel or a series of smaller schemes and match funding through other sources would also be considered. She noted from the SCC website that both Oakwood School and the Family Centre in Horley had put forward ideas for funding.

Members made the following suggestions for inclusion:

- Horley Commercial Hub
- Michael Crescent
- Solar Panels for the Edmonds Hall
- Railings and Lampposts for Horley Recreation Ground
- Review of project listed in the Town Plan

RESOLVED: that the Town Plan Working Group would collate a shortlist of projects for inclusion in the SCC 'Your Fund' Community Scheme, for consideration at the Full Council meeting on 15 December 2020.

F 4679 Diary Dates

RBBC/ HTC Liaison meeting 6 pm on Tuesday 1 December

Planning Meeting 7:30 pm on Tuesday 8 December preceded by a presentation from Aldi at 6:30 pm.

RESOLVED: noted.

Meeting closed at 21:05 pm

Date of Next Meeting – 2 February 2021


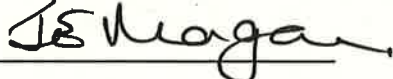

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

06. SEPTEMBER 2020

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk's ^{RFO} action
INVOICE NUMBERS HARD TO RECONCILE WITH PAYMENTS LIST RECEIPTS	WE WILL
	ADD THE
	RECEIPT
	VOUCHER
	NUMBER TO THE RECEIPTS TO
	MAKE THIS CLEARER
Name: SAMANTHA MARSHALL	Signature:
Signature: 	
Name: MARTIN SAUNDERS	
Signature: 	
Date: 17/11/2020	Date 19/11/20.

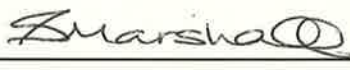

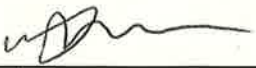
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

07. OCTOBER 2020

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk's ^{1 RFO} action
Invoice numbers sometimes hard to reconcile with Receipts list	WE WILL ADD THE RECEIPT VOUCHER NUMBER TO THE RECEIPTS TO MAKE THIS CLEARER
Name: S. MARSHALL Signature: 	Signature: 
Name: MARTIN SAUNDERS Signature: 	
Date: 17/11/2020	Date 19/11/20.

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Statutory office forms	I recommend consent obtained using the following wording ' <i>As per schedule 12 of the Local Government Act 1972, I give my consent to receive communication by electronic means.</i> '	Noted for the next administration when HTC will ensure that the wording is added for signature to the Declaration of Acceptance of Office by each elected Member and such consent received to receive communications electronically will be recorded by the Town Clerk.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS - Agendas	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	The reminder is noted, and the practice will be applied by appending relevant supporting documentation to future agendas and placing it in the public domain.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Financial Regulations	For a council of this size, these thresholds are relatively low and may hinder the smooth operational running of the council. I recommend considering raising the thresholds and introducing a lower level of authorisation	The recommendations are noted and will be considered at the time of the next review of our Standing Orders and Financial Regulations.
BUDGET, PRECEPT AND RESERVES	The council's general reserve is lower than expected and the council is advised to keep the level under careful review and consider a forward plan to replenish the general reserve over a period of time.	Duly noted and we are mindful of achieving the target of general reserves to be maintained at 50% and to take full account of this target when setting the budget and the precept calculations.

Horley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 30/09/2020		536,253.11
	SUBTRACT Payments 01/04/2020 - 30/09/2020		838,164.71
			357,528.00
A	Cash in Hand 30/09/2020 (per Cash Book)		480,636.71
	Cash in hand per Bank Statements		
	Cash 30/09/2020	0.00	
	Handelsbanken 30/09/2020	258,491.60	
	FairFX Bank Debit Card 30/09/2020	1,136.43	
	Nationwide Intl 30/09/2020	22,664.58	
	HSBC Payroll 30/09/2020	10,632.63	
	HSBC Deposit 30/09/2020	145,377.78	
	HSBC Current 30/09/2020	42,333.69	
			480,636.71
	Less unrepresented payments		0.00
			480,636.71
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		480,636.71
	A = B Checks out OK		

Horley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/10/2020		569,741.47
			871,653.07
	SUBTRACT Payments 01/04/2020 - 31/10/2020		442,244.98
A	Cash in Hand 31/10/2020 (per Cash Book)		429,408.09
	Cash in hand per Bank Statements		
	Cash 31/10/2020	0.00	
	Handelsbanken 31/10/2020	218,501.30	
	FairFX Bank Debit Card 31/10/2020	888.54	
	Nationwide Intl 31/10/2020	22,664.58	
	HSBC Payroll 31/10/2020	9,888.11	
	HSBC Deposit 31/10/2020	105,377.78	
	HSBC Current 31/10/2020	72,087.78	
			429,408.09
	Less unrepresented payments		0.00
			429,408.09
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		429,408.09
	A = B Checks out OK		

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
328	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
329	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
330	02/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
331	03/09/2020		HSBC Current		Electricity supply	British Gas	L	81.17	4.05	85.22
332	07/09/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
333	09/09/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
334	09/09/2020		HSBC Current		Bank charge	HSBC	E	30.12	0.00	30.12
335	10/09/2020		HSBC Current		Football deposit	AFC Gatwick	E	100.00	0.00	100.00
336	10/09/2020		HSBC Current		COVID response	Amazon	S	24.02	4.80	28.82
337	10/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
338	10/09/2020		HSBC Current		Cleaning	Asbit	S	316.50	63.30	379.80
339	10/09/2020	C4873	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
340	10/09/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	198.86	39.77	238.63
341	10/09/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
342	10/09/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
343	10/09/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
344	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	Z	9.99	0.00	9.99
345	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	E	3.70	0.00	3.70
346	10/09/2020	F4538	HSBC Current		Hall Lighting Replacement	L&C Installations	S	1,750.36	350.07	2,100.43
347	10/09/2020	F4563	HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
348	10/09/2020	L4907	HSBC Current		Signage	PLG Signs	S	1,300.00	260.00	1,560.00
349	10/09/2020		HSBC Current		AVCs - Carol Fenton	Prudential LGAVC	E	750.00	0.00	750.00
350	10/09/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	419.52	83.90	503.42
351	10/09/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
352	10/09/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
353	10/09/2020	L4923	HSBC Current		Gatwick Greenspace Partnersh	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
354	10/09/2020		HSBC Current		Tennis Courts	Trevor May	S	125.50	25.10	150.60
355	11/09/2020		FairFX Bank Debit Car		Sundries	McColl's	Z	7.97	0.00	7.97
356	11/09/2020		FairFX Bank Debit Car		COVID response	First Aid 4 Less	S	68.20	13.64	81.84
357	15/09/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
358	16/09/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.01	5.21	31.22
359	17/09/2020		HSBC Current		Mop	Amazon	S	18.33	3.67	22.00
360	17/09/2020		HSBC Current		Stationery	Amazon	S	5.73	1.15	6.88
361	17/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
362	17/09/2020		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
363	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	S	1,240.00	248.00	1,488.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
364	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	E	8.00	0.00	8.00
365	18/09/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
366	21/09/2020		HSBC Current		Broadband	Zen Internet	S	93.50	18.70	112.20
367	21/09/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
368	21/09/2020		HSBC Current		Gas supply	British Gas	L	86.39	4.31	90.70
369	22/09/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
370	22/09/2020		HSBC Current		Printing	SOS Systems Ltd	S	27.22	5.44	32.66
371	23/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
372	23/09/2020		HSBC Current		Staff Training	SSALC Ltd	S	60.00	12.00	72.00
373	24/09/2020		HSBC Current		Gas supply	British Gas	L	143.81	7.19	151.00
374	24/09/2020		HSBC Current		Electricity supply	British Gas	L	100.62	5.03	105.65
375	28/09/2020		HSBC Payroll		Salaries	Horley Town Council	E	11,171.97	0.00	11,171.97
376	29/09/2020		HSBC Current		Cleaning	Asbit	S	334.00	66.80	400.80
377	29/09/2020	L4950	HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	1,617.00	323.40	1,940.40
378	29/09/2020	L4918	HSBC Current		Tree surgery	Heatherlands Tree Care	S	900.00	180.00	1,080.00
379	29/09/2020		HSBC Current		Office repairs	L&C Installations	S	97.00	19.40	116.40
380	29/09/2020		HSBC Current		Consultancy	LG Business Consultation	E	385.00	0.00	385.00
381	29/09/2020		HSBC Current		Signage	PLG Signs	S	42.00	8.40	50.40
382	29/09/2020		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
383	21/09/2020		HSBC Current		Electricity supply	British Gas	L	67.82	3.39	71.21
384	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
385	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	-1.45	0.00	-1.45
386	30/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
Total								35,090.56	2,847.93	37,938.49

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
102	08/09/2020		HSBC Current		Football deposit	Oakwood Black U14s	E	100.00	0.00	100.00
103	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
104	01/09/2020		HSBC Current		Football deposit	Horley AFC	E	50.00	0.00	50.00
105	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
106	01/09/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
107	03/09/2020		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	566.00	0.00	566.00
108	03/09/2020		HSBC Current		Precept	Reigate & Banstead Borough	E	202,338.00	0.00	202,338.00
109	03/09/2020		HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	18,871.00	0.00	18,871.00
110	11/09/2020		HSBC Current		Banner Display	Bobtails Pre-School	E	41.08	0.00	41.08
111	17/09/2020		HSBC Current		Football pitch hire	Reigate and Banstead Eagles	S	123.24	24.66	147.90
112	19/09/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
113	30/09/2020		HSBC Current		Football pitch hire	Horley AFC	S	246.48	49.30	295.78
114	16/09/2020		HSBC Current		Allotment Rent	Wojciech Skowronek	E	3.00	0.00	3.00
115	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
116	30/09/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	8.42	0.00	8.42
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
138 Bank Interest	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
139 Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
140 Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
							Total	240,298.40	16,565.03	256,863.43

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
390 Rates	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
391 Rates & Utilites	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
392 Photocopying	01/10/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
393 Communications	02/10/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
394 Utilities	02/10/2020		HSBC Current		Electricity supply	British Gas	L	92.81	4.64	97.45
395 Courier & Postage	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	11.55	0.00	11.55
396 IT	08/10/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
397 Tree Surgery	08/10/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	150.00	30.00	180.00
398 PAYE	08/10/2020		HSBC Current		PAYE	HMRC	E	1,928.00	0.00	1,928.00
399 NI Employer	08/10/2020		HSBC Current		NIC Employer	HMRC	E	1,568.51	0.00	1,568.51
400 NI Employee	08/10/2020		HSBC Current		NIC Employee	HMRC	E	951.38	0.00	951.38
401 Pavilion Cafe	08/10/2020		HSBC Current		cafe pavilion	Newlyn's	S	27,826.83	5,565.37	33,392.20
402 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
403 SCC Pension Employer	08/10/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	2,625.60	0.00	2,625.60
404 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	957.58	0.00	957.58
405 Bank charges	08/10/2020		HSBC Current		Bank charge	HSBC	E	26.96	0.00	26.96
406 IT	09/10/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
407 Office Supplies & Equipment	13/10/2020		HSBC Current		Office Equipment	Amazon	S	6.24	1.24	7.48
408 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	22.49	4.50	26.99
409 Compliance and Regulatory	13/10/2020		HSBC Current		Office Equipment	Amazon	S	5.82	1.17	6.99
410 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	99.99	20.00	119.99
411 COVID -19 Compliance	13/10/2020		HSBC Current		Printer Cartridges	Amazon	S	61.50	12.30	73.80
412 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	5.41	1.08	6.49
413 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	13.32	2.66	15.98
414 Baskets and planting	13/10/2020		HSBC Current		Planters	Amethyst Horticulture	S	6,363.00	1,272.60	7,635.60
415 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
416 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
417 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	389.00	77.80	466.80
418 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
419 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
420 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
421 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
422 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
423 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
424 Football Pavillion Cleaning	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	53.30	10.66	63.96
425 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	100.00	20.00	120.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
426	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	106.60	21.32	127.92
427	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
428	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	25.00	5.00	30.00
429	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	120.00	24.00	144.00
430	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	100.00	20.00	120.00
431	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
432	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
433	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
434	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
435	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	45.00	9.00	54.00
436	13/10/2020		HSBC Current		Playground Risk Assessment	Bennetts Builders Ltd	S	230.00	46.00	276.00
437	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	82.50	16.50	99.00
438	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	236.00	47.20	283.20
439	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	120.00	24.00	144.00
440	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	480.00	96.00	576.00
441	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	183.00	36.60	219.60
442	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	460.00	92.00	552.00
443	13/10/2020		HSBC Current		Hand Sanitizer Dispensers	Bennetts Builders Ltd	S	62.50	12.50	75.00
444	13/10/2020		HSBC Current		Signage	Bennetts Builders Ltd	S	45.00	9.00	54.00
445	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	57.00	11.40	68.40
446	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	184.00	36.80	220.80
447	13/10/2020		HSBC Current		Waste Removal	Bennetts Builders Ltd	S	45.00	9.00	54.00
448	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	470.00	94.00	564.00
449	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	420.00	84.00	504.00
450	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	390.00	78.00	468.00
451	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
452	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
453	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	745.00	149.00	894.00
454	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	321.00	64.20	385.20
455	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	696.00	139.20	835.20
456	13/10/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
457	13/10/2020		HSBC Current		Fire Risk Assessment	Fire Protection Services Ltd	S	325.00	65.00	390.00
458	13/10/2020		HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
459	13/10/2020		HSBC Current		Website	Jarret & Lam Consulting	S	240.00	48.00	288.00
460	15/10/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
461	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	365.00	73.00	438.00
462	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	498.68	99.76	598.44
463	16/10/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
464	19/10/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	37.03	7.41	44.44

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
465	19/10/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
466	19/10/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
467	20/10/2020		HSBC Current		IT Hardware	Micro Maintenance Ltd.	S	19.00	3.80	22.80
468	20/10/2020		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
469	20/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
470	20/10/2020		HSBC Current		Consultancy	LG Business Consultation	E	547.90	0.00	547.90
471	21/10/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
472	21/10/2020		HSBC Current		Electricity supply	British Gas	L	56.98	2.84	59.82
473	22/10/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
474	22/10/2020		HSBC Current		Gas supply	British Gas	L	108.77	5.43	114.20
475	23/10/2020		HSBC Current		Electricity supply	British Gas	L	110.40	5.52	115.92
476	26/10/2020		HSBC Current		Gas supply	British Gas	S	186.67	37.33	224.00
477	29/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
478	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
479	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
480	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
481	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
482	29/10/2020		HSBC Current		Park Furniture	Earth Anchors Ltd	S	976.00	195.20	1,171.20
483	29/10/2020		HSBC Current		Staff Training	SALC	S	60.00	12.00	72.00
484	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	33.27	0.00	33.27
485	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	110.39	0.00	110.39
486	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	34.90	0.00	34.90
487	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	13.32	0.00	13.32
488	28/10/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
489	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	0.00	0.00	0.00
490	21/10/2020		FairFX Bank Debit Car		Flowers	Interflora	S	39.58	7.92	47.50
491	21/10/2020		FairFX Bank Debit Car		Shredding	IdentityDestruction.Com	S	41.66	8.33	49.99
492	30/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	3.10	0.00	3.10
Total								73,799.88	10,932.69	84,732.57

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20
138	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
Total								17,091.77	16,396.59	33,488.36

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	404,676.00	404,676.00					
SUB TOTAL		404,676.00	404,676.00					

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	284.46	-716			-716	
3	Section 136 LGA	38,400.00	37,742.00	-658			-658	
5	Devolved Powers	1,700.00		-1,700			-1,700	
141	CIL	5,000.00	16,464.49	11,464	22,826.61	23,784.90	-958	
SUB TOTAL		46,100.00	54,490.95	8,391	22,826.61	23,784.90	-958	
							7,433	

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	746.00	-11,254			-11,254	
8	Football Pitches	6,000.00	1,604.39	-4,396		1,260.00	-5,656	
9	Church Rd Allotments	3,300.00	98.00	-3,202			-3,202	
10	Langshott Allotments	3,800.00	3,596.00	-204			-204	
11	Bowls Club	276.00		-276			-276	
12	Innes Pavilion	10,000.00	3,084.00	-6,916			-6,916	
13	Saturday Market	200.00		-200			-200	
14	Events and Banners	8,000.00	1,354.05	-6,646		20.00	-6,666	
15	Meeting Room	220.00		-220			-220	
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		350.00	350		100.00	-100	
149	Security Deposits		3,000.00	3,000			3,000	
SUB TOTAL		43,796.00	13,832.44	-29,964		1,380.00	-1,380	
							-31,344	

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	468.49	1,132	1,132
20	Courier & Postage				400.00	38.95	361	361
21	Office Supplies & Equipment				3,000.00	772.47	2,228	2,228
22	Photocopying	80.00	46.40	-34	4,000.00	1,588.12	2,412	2,378
23	IT				8,000.00	4,018.55	3,981	3,981
24	Website				2,800.00	890.00	1,910	1,910
25	Communications				1,800.00	1,433.18	367	367
26	Environment Campaign		30.00	30				30
148	COVID -19 Compliance					13,329.47	-13,329	-13,329

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL	80.00	76.40	-4	21,600.00	22,539.23	-939	-943
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				105,765.00	60,500.14	45,265	45,265
31	PAYE				21,235.00	9,329.80	11,905	11,905
32	NI Employee				14,260.00	4,946.18	9,314	9,314
33	NI Employer				16,740.00	7,906.43	8,834	8,834
34	SCC Pension Employee				12,000.00	8,952.06	3,048	3,048
35	SCC Pension Employer				25,000.00	15,413.85	9,586	9,586
SUB TOTAL					195,000.00	107,048.46	87,952	87,952

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,384.86	615	615
39	Cleaning of hall and office				13,000.00	8,520.49	4,480	4,480
40	Utilities				5,400.00	1,864.77	3,535	3,535
41	Rates				3,000.00	727.58	2,272	2,272
42	Maintenance Contracts				2,000.00	387.00	1,613	1,613
43	Window Cleaning				750.00	220.00	530	530
45	Compliance and Regulatory				5,000.00	2,036.24	2,964	2,964
SUB TOTAL					32,150.00	16,140.94	16,009	16,009

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Council				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,000.00	207.72	792	792
52	Insurance				8,500.00	7,522.48	978	978
53	Legal and professional fees				35,000.00	22,018.30	12,982	12,982
54	Audit fees				2,600.00	861.00	1,739	1,739
55	Subscriptions & Licences				7,300.00	5,462.02	1,838	1,838
60	Election Expenses				8,760.00	8,756.52	3	3
62	Chairman's Allowance				400.00	120.00	280	280
63	Cllr Expenses				100.00	14.98	85	85
64	Cllr Training				1,000.00	60.00	940	940
65	Staff Expenses				500.00	3.70	496	496
66	Staff Training				1,500.00	235.00	1,265	1,265
142	GDPR							
146	VAT Payment							
SUB TOTAL					86,205.00	55,034.18	31,171	31,171

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	23,858.40	28,142	28,142
71	Contractors' Maint (Devolved Powr)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	4,909.00	3,391	3,391
73	Playground Repairs				7,000.00	333.00	6,667	6,667
74	Parks Furniture				5,000.00	1,980.00	3,020	3,020
75	Signage				1,600.00	132.00	1,468	1,468
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	2,850.00	5,150	5,150
SUB TOTAL					84,150.00	34,062.40	50,088	50,088

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	590.00	2,910	2,910
80	Ornamental Gardens				1,500.00		1,500	1,500
123	Grounds				12,000.00	12,002.60	-3	-3
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	13,797.82	13,798	13,798
145	Pavilion Cafe	6,000.00		-6,000	53,000.00	79,011.35	-26,011	-32,011
SUB TOTAL		6,000.00		-6,000	97,596.00	105,401.77	-7,806	-13,806

COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	2,796.20	-1,796	-1,796
87	Buildings - Refurbishment/Repairs				5,000.00	1,123.90	3,876	3,876
88	Utilities		52.38	52	2,600.00	1,686.41	914	966
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,200.00	159.90	2,040	2,040
131	Maintenance Contracts				820.00	445.02	375	375
132	Innes Communications				600.00		600	600
SUB TOTAL			52.38	52	12,221.00	6,211.43	6,010	6,062

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	436.82	303	303
121	Buildings and Grounds				2,000.00	1,275.00	725	725
140	Scout Hut Demolition							
SUB TOTAL					2,740.00	1,711.82	1,028	1,028

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	389.50	111	111
SUB TOTAL					500.00	389.50	111	111

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance	3,049.00	3,049.19	0	2,500.00	896.00	1,604	1,604
97	Church Rd Maintenance				1,800.00	104.00	1,696	1,696
98	Church Rd Utilities				500.00	153.26	347	347
99	Langshott Utilities				900.00		900	900
SUB TOTAL		3,049.00	3,049.19	0	5,700.00	1,153.26	4,547	4,547

TOWN CENTRE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Baskets and planting	600.00		-600	8,500.00	6,363.00	2,137	1,537
101	Horley/South & SE in Bloom				2,100.00		2,100	2,100
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		600.00		-600	12,500.00	6,363.00	6,137	5,537

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,500.00	4,861.17	639	639
106	CCTV Installation				12,000.00	6,205.00	5,795	5,795
107	CCTV Maintenance				1,000.00	60.00	940	940
108	CCTV Broadband Connections				1,000.00	536.16	464	464
147	Alarm Maintenance					230.00	-230	-230
SUB TOTAL					19,500.00	11,892.33	7,608	7,608

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00	1,100.00	-100	-100
111	Churchyards				6,550.00	6,550.00		
112	CLr Initiative grants							
113	Other Grants							

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL					7,550.00	7,650.00	-100	-100
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VAT RECLAIM

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120 Vat repayments							
SUB TOTAL							

Summary

NET TOTAL	504,301.00	476,177.36	-28,124	600,238.61	400,763.22	199,475	171,352
V.A.T.		93,564.11			41,481.76		
GROSS TOTAL		569,741.47			442,244.98		

Precept 2021 - 2022

Aims and Context

- To keep the rise in tax for Horley residents as low as possible and below last year's rise of 4.84%
- To maintain all Parks and Recreation budgets at 20/21 levels
- To maintain the Parks and Recreation earmarked fund at current levels
- To allocate an earmarked fund of £5,000 to the Horley Commercial Hub
- To allocate £ 27,000 to the Café earmarked fund for the retention amount to be paid during 2021/22.
- To retain the raised office IT budget for a further year to allow for the migration of the Accounts and Bookings to more effective and efficient software

Proposals

- Apply inflationary increase of 3% to all budgets
- Redistribute Professional Fees budget (as less need for consultancy services is predicted) – redistribute to the following headings: -
 - CCTV Maintenance to allow for annual contract and additional site
 - Legal Fees
 - HTC Grants
- Delay CCTV tower in the Recreation Ground
- Move Edmonds Hall earmarked to new earmarked fund for the Horley Commercial Hub
- Move Election Contingency to Café Earmarked
- Be moderately optimistic about Leisure income returning and reduce by a further £4000
- Expect Bank Interest to be at or near zero
- Due to COVID measures no underspend is predicted

Outcomes

- Three scenarios have been modelled, for Members consideration, all of which offer a lower percentage rise than last year.
- The ideal level of General Reserve is 50% of precept (including double taxation grant which expires in 23/24) which for 21/22 would be £206,550, however there is no scenario modelled in which this will be possible this year.
- Members will wish to consider what level of General Reserve they are comfortable with and how to build the reserve back up in future years.

Precept earmarked amount	From General Reserve	Percentage increase	Band D equivalent annual rise	General Reserve level
£ 15,000	£ 12,000	4.56%	£1.81	£183,504
£ 10,000	£ 17,000	3.34%	£1.32	£178,504
None	£ 27,000	0.89%	£ 0.36	£168,504

Recommendation

To preserve the level of General Reserve, as much as possible, while continuing to deliver all services and funding some new community initiatives it is recommended to precept the maximum modelled amount of £15,000 giving a rise in tax of 4.56% which is less than last year's increase and amounts to an increase of £1.81 per annum (15p per month) for a Band D household.

Precept 2020/21						
			Budget	Forecast	Budget	Projection
			2020/21	2020/21	2021/22	2022/23
						Projection
						2023/24
Expenditure/Income			£	£	£	£
F&GP Expenditure			315,495	296,527	315,297	330,733
F&GP Income			-13,500	-3,580	-6,974	-14,080
Leisure & Amenities Expenditure			145,011	135,996	138,765	142,928
Leisure & Amenities Income			-39,076	-19,500	-33,100	-43,403
Full Council, Grants, Loans etc			35,146	35,566	37,106	35,106
Net Expenditure			443,076	445,009	451,094	451,284
Net Expenditure			443,076		451,094	451,284
Earmarked Funds requirement (below)			25,000		27,000	30,000
Total Expenditure			468,076	0	478,094	481,284
Council Tax Support Grant			0		0	0
Double Taxation Grant			-38,400		-38,006	-38,006
CIL						
General Reserve funds(- used /+increased)			-25,000		-12,000	10,000
			404,676	0	428,088	453,278
Precept requirement			404,676		428,088	453,278
Summary 2020/21			(Band D Parish Element of Council Tax)			
						Tax
No of Households 2021	10,313.3		21/22			41.51
No of Households 2020	10,191.7		20/21			39.70
Increase in no of households	122		Annual Increase per household			1.81
			% increase			4.56
Predicted Movements on Reserves	1.4.20	20/21	20/21			1.4.21
		movements	spend	earmark		
General fund	211,939		-16435	-12,000	183,504	50% of prece
predicted underspend 20/21					0	40 % of prec
					183,504	
Earmarked Funds		earmark 20/21	earmark 21/22		bal	
CIL	22,827	16,465	-23785		15,507	CIL direct re
Election Contingency	11,243				11,243	
Edmonds Hall	0	0			0	
Parks and Playgrounds	48,360		-10000		38,360	
Retention Café	14,000	55,000	-69000	27,000	27,000	
Commercial Hub Venture	0			5,000	5,000	55000 earm
sub total	96,430	71,465	-102,785	32,000	97,110	reclaim rece
Total Reserves	308,369	71,465	-119,220	20,000	280,614	a transfer fro

	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	Comments and Justification	
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FINANCE & GENERAL PURPOSES COMMITTEE								
Income								
INTEREST RECEIVABLE								
Deposit Account Interest	1,500	1,000	300	700	0	1,000	1,000	Interest Rates dropped to 0%
	1,500	1,000	300	700	0	1,000	1,000	
MISCELLANEOUS SERVICES								
Photocopying	200	80	80	0	80	80	80	
	200	80	80	0	80	80	80	
LETTINGS								
Edmonds Hall lettings	14,600	12,000	3,000	9,000	6,694	13,000	13,500	Hall closed for 6 months due to COVID crisis
Meeting Room lettings	110	220	0	220	0	0	0	MP has not asked to rent the room
Saturday Market	400	200	200	0	200	0	0	No income to date as concession due to CO
	15,110	12,420	3,200	9,220	6,894	13,000	13,230	
New PWLB loan for cafe/pavilion	473,000	0	0	0				direct to earmarked for Cafe in the Park
Total F&GP Income	16,810	13,500	3,580	9,920	6,974	14,080	13,310	
F&GP Expenditure								
LEGAL & STATUTORY								
Audit Costs	2,200	2,600	3,000	-400	2,678	2,758	2,841	Higher on scale of fees for external audit du
Insurance	7,050	8,500	7,522	978	8,755	9,018	9,288	
Legal fees	3,000	2,000	4,000	-2,000	3,225	3,322	3,421	Café lease and Innes lease
	12,250	13,100	14,522	-1,422	14,658	15,098	15,551	
SALARIES								
Salaries	115,500	155,000	130,000	25,000	158,800	163,564	168,471	admin assistant started in September
NIC Employer	12,300	15,000	15,000	0	21,900	22,557	23,234	
Superannuation Employer	19,500	25,000	30,000	-5,000	25,000	25,750	26,523	
	147,300	195,000	175,000	20,000	205,700	211,871	218,227	
OFFICE EXPENDITURE								
Stationery	750	1,600	1,000	600	1,700	1,700	1,700	
Postage, Courier	67	400	100	300	75	425	425	
Office supplies & equipment	2,920	3,000	3,000	0	3,000	1,800	1,800	To allow for change in working practices
Website	4,200	2,800	1,500	1,300	2,000	2,000	2,000	Accessibility Work Completed
Communication	1,870	1,800	2,500	-700	2,500	2,500	2,500	Includes work on Annual Report and Town P
Photocopier	2,710	4,000	2,500	1,500	2,800	4,500	4,500	Reduced cost due to use of home printing
Compliance & Regulatory	5,530	5,000	3,500	1,500	5,000	5,000	5,000	
Health & Safety	0	0	60	-60	0	0	0	subsumed in Compliance and Regulatory
Window cleaning	410	750	500	250	750	750	750	
Information Technology & Support	5,050	8,000	4,500	3,500	8,000	4,000	4,000	upgrade to accounting and invoicing softwa
	23,507	27,350	19,160	8,190	25,825	22,675	22,675	
ADMINISTRATION								
Bank charges	600	1,000	400	600	1,000	1,400	1,450	Notified that bank charges will increase
Professional fees	29,700	18,000	30,000	-12,000	10,000	19,000	19,000	HR retainer, consultancy (might possible be
GDPR	35	0	0	0	0	0	0	just ICO annual subscription so will come ur
Election expenses	0	2,500	0	2,500	0	0	0	no election expected
Councillors' training & expenses	1,200	1,100	600	500	800	1,100	1,100	small reduction as online courses are less e
Staff training & expenses	590	2,000	800	1,200	1,600	1,648	1,697	
Chairman's allowance	400	400	400	400	400	400	400	
Members Allowances	0	1,800			1,800	1,800	1,800	Scheme adopted in 19/20 but no take up
Subscriptions & Licences	6,130	7,300	11,000	-3,700	7,519	7,745	7,977	
	38,655	34,100	43,200	-10,500	23,119	33,093	33,424	
RENT & RATES								

	2019/20	2020/21	2020/21		2021/22	2022/23	2023/24	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
PWLB Repayment Council Offices	19,545	19,545	19,545	0	19,545	19,545	19,545	
Council Offices Rates	936	3,000	1,300	1,700	2,000	2,000	4,600	New Rateable Value 2017
	20,481	22,545	20,845	1,700	21,545	21,545	24,145	
MAINTENANCE & REPAIR								
Council Office Repairs & Maint	3,410	3,000	3,600	-600	3,550	3,657	3,766	
Offices, hall (cleaning)	14,570	13,000	15,000	-2,000	15,000	15,450	15,914	
Maintenance Contracts	900	2,000	1,200	800	1,500	1,545	1,591	heating, aircon, barrier etc
	18,880	18,000	19,800	-1,800	20,050	20,652	21,271	
OTHER RUNNING COSTS								
Council Office utilities	4,480	5,400	4,000	1,400	4,400	5,800	5,900	reduction due to Hall being closed for 6 months
	4,480	5,400	4,000	1,400	4,400	5,800	5,900	
Total F&GP Expenditure	265,553	315,495	296,527	17,568	315,297	330,733	341,193	
Total F&GP Income	16,810	13,500	3,580	9,920	6,974	14,080	13,310	
F&GP Precept requirement	248,743	301,995	292,947	7,648	308,323	316,653	327,883	
LEISURE & AMENITIES COMMITTEE								
Income								
DEVOLVED POWERS								
Devolved Powers RBBC	1,700	1,700	1,700	0	1,700	1,700	1,700	Agreement being renegotiated
	1,700	1,700	1,700	0	1,700	1,700	1,700	
LETTINGS & RENTS								
Bowling Club lease	251	276	0	276	300	300	300	Concession on lease due to COVID crisis
Events Income + Banners	12,150	8,000	2,000	6,000	5,000	8,000	8,000	COVID restriction, no summer events
Church Road Allotments Rent	3,430	3,300	3,300	0	3,300	3,399	3,501	
Langshott Allotments Rent	3,735	3,800	3,500	300	3,800	3,914	4,031	
Football pitches income	5,390	6,000	4,000	2,000	3,000	3,090	3,183	reduced teams
Café in the Park -rent	0.00	6,000	0	6,000	6,000	12,000	12,000	delayed opening and concessionary rent first
Innes Pavilion - rent	9,252	10,000	5,000	5,000	10,000	11,000	12,000	concession to half cost rent for 6 months first
Rents Received	34,208	37,376	17,800	19,576	31,400	41,703	43,015	
Total L&A Income	35,908	39,076	19,500	19,576	33,100	43,403	44,715	
Expenditure								
GROUNDS MAINTENANCE								
GM Contract 2016/2020	53,450	52,000	52,000	0	52,000	53,560	55,167	Burleys acquired by idverde - contract extension
Playground Inspections	8,800	8,300	8,300	0	8,549	8,805	9,070	inc grounds inspections
Playground Repairs	5,200	7,000	6,000	1,000	7,210	7,426	7,649	
Parks furniture	3,820	5,000	5,000	0	5,150	5,305	5,464	
Signage	180	1,600	1,600	0	1,648	1,697	1,748	
Pest Control	0	550	0	550	570	587	605	
Tree Surgery	1,000	8,000	8,000	0	8,240	8,487	8,742	all grounds and tree survey of all trees
	72,450	82,450	80,900	1,550	83,367	85,868	88,444	
HORLEY RECREATION GROUND								
Maintenance	5,835	2,000	2,000	0	2,060	2,122	2,185	lamppost maintenance and response to low
Café in the Park	0	3,000	0	0	2,000	2,060	2,122	
Memorial & Ornamental Gdns	2,205	5,000	2,000	3,000	5,150	5,305	5,464	reduced spend due to COVID restrictions
	8,040	10,000	4,000	3,000	9,210	9,486	9,771	
COURT LODGE & INNES PAVILION								
Rent to RBBC	1	1	1	0	1	1	1	

	2019/20	2020/21	2020/21		2021/22	2022/23	2023/24	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
Refurbishment/Repairs	4,400	5,000	5,000	0	5,150	5,305	5,464	
Football Pitches posts/repairs	225	1,000	1,000	0	1,030	1,061	1,093	
Football Pavillion cleaning costs	2,351	2,200	2,200	0	2,300	2,369	2,440	
Telephone	312	600	0	600	0	0	0	line now bundled with broadband for CCTV
Rates	0	0	0	0	0	0	0	paid by tenant
Security	140	0	0	0	0	0	0	now in security costs
Boiler/Heating Maint Contract	800	820	1,000	-180	1,000	1,030	1,061	cost of maintenance contract increased
Innes Pavilion utilities	3,153	2,600	2,800	-200	2,600	2,678	2,758	new contract increased energy cost
Total	11,382	12,221	12,001	220	12,081	12,443	12,817	
MICHAEL CRESCENT								
Rates & Utilities	566	740	720	20	740	762	785	
Bldg and Grounds	3,593	2,000	900	1,100	2,000	2,060	2,122	Building is attracting low level antisocial beh
	4,159	2,740	1,620	1,120	2,740	2,822	2,907	
EMLYN MEADOWS								
Emlyn Meadows	216	500	500	0	500	515	530	
	216	500	500	0	500	515	530	
ALLOTMENTS								
Church Rd Maintenance & repair	1970	1,800	1,800	0	1,850	1,906	1,963	skips, signs, car park
Church Rd Utilities	50	500	700	-200	520	536	552	Both water bills have got out of step with us
Langhott Maintenance and Repair	4,815	2,500	2,500	0	2,600	2,678	2,758	No longer any S106 funding remaining
Langshott Utilities	12	900	900	0	920	948	976	As above water bill needs sorting
	6,847	5,700	5,900	-200	5,890	6,067	6,249	
TOWN CENTRE								
Flower baskets, beds and planters	7,912	8,500	8,500	0	8,755	9,018	9,288	
Sponsorship	-200	-600	-525	-75	-500	-515	-530	Sponsorship dropping year on year but may
Horley in Bloom	1,434	2,100	0	2,100	1,600	1,648	1,697	No SE in Bloom in 2020
Christmas Tree	1,148	1,900	1,900	0	1,957	2,016	2,076	
	10,294	11,900	9,875	2,025	11,812	12,166	12,531	
SECURITY								
Security Patrols	6,150	5,500	8,000	-2,500	5,665	5,835	6,010	increased security for café build
CCTV Installation	11,265	12,000	11,000	1,000	2,000	2,060	2,122	enhancements to 2 sites + café so budget n
CCTV Maintenance	425	1,000	1,000	0	3,500	3,605	3,713	annual contract to be agreed
CCTV Broadband Connection	1,062	1,000	1,200	-200	2,000	2,060	1,000	increase for additional site and bundling of li
	18,902	19,500	21,200	-1,700	13,165	13,560	12,845	
Total L&A Expenditure	132,290	145,011	135,996	6,015	138,765	142,928	146,094	
Total L&A Income	35,908	39,076	19,500	19,576	33,100	43,403	44,715	
L&A Precept Requirement	96,382	105,935	116,496	-13,561	105,665	99,525	101,379	
FULL COUNCIL								
Café in the Park PWLB @ 1.55%	13,778	27,556	27,566	-10	27,556	27,556	27,556	
Churchyards Grant	6,400	6,550	6,550	0	6,550	6,550	6,550	
HTC Grants Scheme	1,350	1,000	1,450	-450	3,000	1,000	1,000	? Consider increase
	21,528	35,106	35,566	-460	37,106	35,106	35,106	
Net Spend	366,653	443,036	445,009	-6,373	451,094	451,284	464,368	

Main points

Tax base	Slight increase
Café will generate income	income gain but slow to materialise due to COVID crisis delaying build and opening of Café
CIL payments	To be earmarked for capital projects yet to be decided
Double taxation grant yr 7 of 10 expires 31.3.24	Decreased income in 24/25 of around £40,000
General Reserves	Down due to unplanned expenditure required to complete Café build, loss of income due to COVID crisis and additional unplanned expenditure due to COVID crisis
Inflation	Increase of 3% applied to regular services
Members Allowances	Added to the budget although not taken
Earmarked Funds	Consider moving Election Contingency to Café earmarked

Budget Headings

F&GP Income	Interest rates down to 0% in most cases so expect income to be reduced
Legal and Statutory	expect Audit costs to decrease - external due to return to normal level of receipts moving us back down the charge scale - internal due to appointment of new auditor
Salaries	following last years increase to allow for new part time admin assistant a conservative estimate of a 2% increase has been applied
Office Expenditure	maintain increased in budget for one additional year to allow for upgrade to Accounts and Invoicing Software. Ongoing costs are roughly equivalent to what we currently pay.
Admin	decrease due to reduction in the HR retainer and other professional fees, budget released allocated to Legal, CCTV Maintenance and HTC Grants
Rent and Rates	Expect no change other than inflation
Maintenance and Repair	Expect no change other than inflation
Utilities	Expect no change other than inflation
Lettings and Rent	Reduced due to the ongoing effects of COVID crisis
Grounds Maintenance	Our contractors Burleys have been acquired by idverde who have extended the contract on favourable terms until 2022
Horley Rec	Lampposts may become an expense but there is an earmarked reserve
Court Lodge	COVID cleaning of touch points in changing rooms carried out by our caretaker to keep costs down
Michael Crescent	Expect no change other than inflation
Allotments	Water bills have been regularised and expect to pay about 700 pa at each site. All maintenance to be funded by HTC as no further S106 funding is available
Security	Additional cost for additional site at Café

RESERVES REPORT

Name	1.4.20	Earmark	Expenditure	Transfer	1.4.21	Estimated Date of Use	Notes
General Reserves	211,939.00		-£ 16,435.00	-£ 12,000.00	£ 183,504.00		spend on café from Generasl
Earmarked Funds							
CIL	£ 22,827.00	£ 16,465.00	£ 23,785.00		£ 15,507.00	2021	tbc
Election Contingency	£ 11,243.95				£ 11,243.95		Vire to Café
Parks and Playgrounds	£ 48,360.00		£ 10,000.00		£ 38,360.00	2021	lamposts,railings, etc
Edmonds Hall	£ 5,000.00				£ 5,000.00	2021	Vire to Commercial Hub
Café	£ 14,000.00	£ 55,000.00	£ 69,000.00	£ 27,000.00	£ 27,000.00		Amount of retention of contract
Commercial Hub Venture							
Total Earmarked Funds	£ 101,430.95	£ 71,465.00	£ 102,785.00	£ 27,000.00	£ 97,110.95		
Total Reserves	£ 313,369.95	£ 71,465.00	£ 86,350.00	£ 27,000.00	£ 280,614.95		

Precept and Banding Calculator

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£404,676	Precept	£428,088	5.79%
10,191.7	Tax Base	10,313.3	1.19%
£39.71	Band D	£41.51	4.54%

**Band D increase per
£1,000 precept rise** £0.10

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£26.47	Band A	£27.67	£0.02
£30.88	Band B	£32.28	£0.03
£35.29	Band C	£36.90	£0.03
£39.71	Band D	£41.51	£0.03
£48.53	Band E	£50.73	£0.04
£57.35	Band F	£59.96	£0.05
£66.18	Band G	£69.18	£0.06
£79.41	Band H	£83.02	£0.07

Instructions for use

Enter the relevant figures into boxes a,b,c and d and the spreadsheet will work out the calculations. DO NOT enter any figures into any of the other boxes or you will lose the pre-set calculations.

Forecast Movement of Reserves

	General	Earmarked	Total Reserves
Reserves Brought Forward at 01.04.20	211,939	101,431	313,370
Forecast Year 20/21			
Reserves over/underspend	-16,435	27,000	10,565
Projected Earmarked	-12,000	71,465	59,465
Earmarked Reserves Spent		-102,785	-102,785
Reserves Projection At 01.04.21	183,504	97,111	280,615
Forecast Year 22/23			
Reserves over/underspend	10,000		10,000
Projected Earmarked		25,000	25,000
Earmarked Reserves Spent		-60,000	-60,000
Reserves Projection At 01.04.22	193,504	62,111	255,615
Forecast Year 23/24			
Reserves over/underspend	10,000		10,000
Projected Earmarked	10,000	25,000	35,000
Earmarked Reserves Spent		-10,000	-10,000
Reserves Projection At 01.04.23	213,504	77,111	290,615
Forecast Year 24/25			
Reserves over/underspend			0
Projected Earmarked	10,000	25,000	35,000
Earmarked Reserves Spent		-25,000	-25,000
Reserves Projection At 01.04.24	223,504	77,111	300,615
Forecast Year 25/26			
Reserves over/underspend			0
Projected Earmarked		25,000	25,000
Earmarked Reserves Spent		-40,000	-40,000
Reserves Projection At 01.04.25	223,504	62,111	285,615

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HORLEY TOWN COUNCIL PRECEPT 2020 - 2021

Draft for approval at Full Council

Approved by Full Council - December 2020

Service	Estimates		Net
	Expenditure	Income	
Parks, Recreation Grounds & Town Centre	138,765	33,100	105,665
Projects & Repayments	47,101	0	47,101
Property Maintenance & Improvement	20,050	0	20,050
Grants Scheme	9,550	0	9,550
Rents, Rates, Lettings & Utilities	32,225	6,894	25,331
Administration	228,819	80	228,739
General Expenditure	14,658	0	14,658
Earmarked Funds	27,000		27,000
Totals 2021-22	518,168	40,074	478,094
less from reserves			12,000
less Section 136 LGA 72			38,400
		Precept	427,694
	Council Tax Base		10,313.3
	Precept Band D Council Tax		41.47

The Committee on Standards in Public Life
Standards Matter 2: Public Consultation

The [Committee on Standards in Public Life](#) is carrying out a landscape review of the institutions, processes and structures in place to support high standards of conduct. [The terms of reference for the review are available on our website.](#)

Respondents may want to familiarise themselves with [CSPL's map of the UK's standards regulators which is available here.](#)

This consultation runs from 11:00 on the 22 September 2020 to 17:00 on the 18 December 2020.

Anyone with an interest in public standards may make a submission. The Committee welcomes submissions from members of the public.

Replies to this consultation should be emailed to public@public-standards.gov.uk. Further details on how to respond are below.

Dear Sirs

Thank you for providing Horley Town Council with an opportunity to respond to this important public consultation on Standards in Public Life.

As an independent public sector body, we are the first of the three tiers of local government and the one closest to the community with our own set of responsibilities and statutory functions. We also work in partnership with our borough and district councils along with many other outside bodies, community and voluntary groups. Our Council is run independently and is controlled by its own set of 18 democratically elected councillors. The reputable image of Horley Town Council is of paramount importance to all Members and Officers and we feel this review undertaken CSPL is essential to ensure the highest level of ethical standards are maintained by public office holders at all times.

Our responses to the questionnaire are from Horley Town Council as a whole and are shown below:

Consultation Questions:

Question 1: Standards of Conduct in the UK

A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?

At a local level, we believe that ethical standards as enshrined by the Seven Principles of Public Life are upheld very well along with best practice that should be followed by town and parish councils like ourselves.

B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?

We do not you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years. At HTC we continue to follow the Member Code of Conduct set by our local principal authority to maintain the highest ethical standards. The Member Code of Conduct has the Seven Principles of Public Life embedded within it. However, we feel that the Code should be kept under regular review so that recommendations for improvement can be made as necessary.

C. What do you see as the most significant threats to ethical standards in public life today?

We see social media as the most significant threat to ethical standards in public life. Social media is sometimes used to significantly damage the good standing and reputation of a local authority by making allegations which are unfounded and for which there is no supporting evidence. It can be misused to further inhibit an organisation's aims by disparaging the Council, leading to the conclusion that Councillors are not upholding ethical standards even though they continue to do so. This can be very difficult to combat.

Question 2: The Seven Principles of Public Life

A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?

B. Having considered each one individually, we believe that the Seven Principles of Public Life do accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office holders.

C. Would you amend or replace any of the principles or their descriptors? If so, how?

We are satisfied with all seven Principles and would not seek to amend or replace any of them or their descriptors since they provide clarity and are relevant to how Members should conduct themselves during their term of public office.

Question 3: The UK's arrangements for regulating standards

A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?

In our experience, we are confident that the UK's arrangements for regulating ethical standards are robust and effective.

B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Within this context, we are most fortunate and have no knowledge or experience of the regulation of ethical standards in public life as being in any way ineffective. We therefore believe that the UK's arrangements for regulating ethical standards are robust and there are no areas where the regulation is not sufficiently strong.

Question 4: Best practice in standards regulation

A. What makes an effective standards regulator?

An effective standards regulator should, in our view:

- set out a clear brief of its function and keep those accountable to it as a regulatory body fully informed;
- provide regular support and guidance on ethical standards to be met by individuals in their roles of public office;
- demonstrate transparency in its function and delivering outcomes in the event serious breaches being reported;
- is committed to unbiased decision-making and fairness in the public interest;
- demonstrate openness in its function and is held to the same ethical standards and principles as a regulatory body.

B. Do the UK's standards regulators have the right powers and remit to act effectively?

We have no experience of action taken by the UK's standards regulators to give an informed view but feel the level at which it currently operates seems satisfactory.

C. Should the independence of standards regulators be enhanced and protected, and if so, how?

We do not believe that the independence of standards regulators should be enhanced but it should certainly be protected.

Question 5: Creating ethical cultures

A. How can the Seven Principles best be embedded within a public sector organisation's working culture?

At HTC, we believe that by following the Model Member Code of Conduct used by our principal authority which has the Seven Principles embedded within it, enables us to clearly demonstrate the highest ethical standards and our accountability to the community we serve.

B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

From our point of view the most significant obstacles are:

- lack of guidance for lower council tiers such as ourselves on processes that follow an alleged breach of the Member Code of Conduct reported by us to the principal authority;
- lack of information on grievance and disciplinary procedures to be followed during an investigation;
- lack of feedback on the final outcome of an alleged breach following an investigation;
- lack of transparency on the use of sanctions if these are to be imposed.

In conclusion, we would like to state that we hope our responses to the questionnaire as a local government authority will be given due consideration. We also wish to contribute to the continued debate about ethical standards for holding those in public office to account. We are fortunate in that we have very limited experience of interacting with standards regulation. However, we feel that there is a lack of openness and transparency about how standards regulation works in practice and, as such, further limits our contribution. We look forward to hearing the outcomes of this consultation in due course.

How to make a submission:

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in word, rtf, or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions will be published online with any contact information (for example, email addresses) removed.

The Committee will publish anonymised submissions (where the name of the respondent and any references to named individuals are removed) where a respondent makes a reasonable request to do so.

Submissions sent to the Committee after the deadline of 17:00 on 18 December 2020 may not be considered.

We can only accept submissions via email. Please email your submission to:

public@public-standards.gov.uk

If you have any questions, please contact the Committee's Secretariat by email (public@public-standards.gov.uk). If you have any questions you would prefer to discuss by telephone, please include your contact number in the email.

Member Code of Conduct

Part 1 – Provisions of the Code

1.1 Interpretation

- 1) This Code applies to you as a member of the authority, when acting in that capacity.
- 2) This Code is based upon seven principles fundamental to public service, which you must have regard to, in order to comply with the Code. The seven principles are:

Selflessness: Members should act solely in terms of the public interest

Integrity: Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Objectivity: Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Members should be truthful

Leadership: Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

- 3) It is your responsibility to comply with the provisions of this Code. If you need guidance on any matter about this Code you should seek it from the Monitoring Officer, or your own legal advisor.
- 4) It is a criminal offence to fail to notify the Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly provide false or misleading information to the Monitoring Officer.

- 5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding –
 - a) whether to take action in relation to you, and
 - b) what action to take
- 6) Members must comply with any reasonable request by the Monitoring Officer regarding the provision of information in relation to a complaint that alleged a breach of the Code of Conduct, and must comply with any formal standards investigation.
- 7) Members must not misuse this Code by, for example, making trivial or malicious allegations against another Member.

1.2 Scope

- 1) You must comply with this Code whenever you:
 - a) conduct the business of the authority, which includes the business of the office to which you are elected or appointed; or
 - b) act, claim to act or give the impression you are acting as a representative of your authority
- 2) Where you act as a representative of your authority
 - a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

1.3 Obligations

- 1) **You must not:**
 - a) conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute
 - b) do anything which may cause your authority to breach any of its equality duties (in particular set out in the Equality Act 2010)
 - c) demonstrate objectively unacceptable behaviour, including, but not limited to:
 - i) bullying or harassment, including, without limitation: spreading malicious rumours, or insulting someone by word or behaviour, being offensive, intimidating, or misusing power to undermine, humiliate, denigrate or injure the recipient

- ii) copying written material, including emails, that are personally critical about someone, or continuing an email chain designed to seek to criticise someone
- iii) ridiculing or demeaning someone - picking on them or setting them up to fail, such as testing someone's knowledge, or 'putting them on the spot' in order to prove that they are inexperienced or incompetent
- iv) exclusion or victimisation, including excluding someone from a meeting that they would otherwise be entitled to attend, or ostracising someone for having not agreed with you
- v) unfair treatment, or treatment that could be perceived to be unfair
- vi) overbearing supervision or other misuse of power or position, such as not respecting the delineation of roles and responsibilities as set out in the Member / Officer protocol, for example repeat emails to a junior officer requesting updates
- vii) making threats or comments about job security, such as asking someone when they were considering retirement
- viii) deliberately undermining a competent employee by overloading or constant criticism, either in meetings or in written format, or indirectly in the media, or with residents
- ix) preventing individuals progressing by intentionally blocking promotion or training opportunities, as a consequence of your perception of something that they had done
- x) invading someone's personal space, by standing or sitting too close to them
- xi) speaking, or writing to someone in an overbearing manner, seeking to highlight or correct minor inconsequential matters
- xii) using aggressive body language, such as pointing, or preventing access to a room or preventing access to documentation
- xiii) undermining or belittling someone, by seeking an alternative view from someone at another authority or elsewhere for the specific purpose of undermining someone at the Council
- xiv) unwelcome advances - touching, standing too close, asking for favours, making a decision on the basis of advances being accepted or rejected
- xv) making abusive, derogatory, patronising, suggestive or sexualised comments or sounds, particularly in meetings which are webcast, or on voicemails
- xvi) making jokes or insulting gestures or facial expressions, what you may identify as a joke may not be perceived as a joke by others
- xvii) ridicule, for example mocking the way something has been written or said and repeatedly mentioning it thereafter
- xviii) offensive e-mails, tweets or comments on social networking sites, where you are acting in your role as a Member
- xix) trolling via social networking sites, where you are acting in your role as a Member
- xx) threats of aggression or intimidation, such as seeking to persuade someone to change their opinion or, in the case of a Member, the way they were considering voting
- xxi) making false and malicious assertions, such as commenting on perceived pecuniary interests of Members, or emphasising some information that you do not know to be true
- xxii) intrusive questioning about private matters, such as someone's relationship status, pastimes or private interests

- xxiii) display of offensive material, or material that may be perceived as offensive by a designated group of people, such as the wearing of offensive badges, ties or clothing, or by the posting of written material on social media or in hard copy format
 - xxiv) comments on dress or appearance, even when you think that would be complementary
 - xxv) any of the behaviours listed above, occurring separately or cumulatively.
- d) Intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be
- i) a complainant
 - ii) a witness; or
 - iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with the Code; or
- e) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority
- f) use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage
- g) prevent another person from gaining access to information to which that person is entitled by law
- h) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where
- i) you have the consent of the person authorised to give it
 - ii) you are required by law to do so
 - iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - iv) the disclosure is
 - a) reasonable and in the public interest; and
 - b) made in good faith and in compliance with the reasonable requirements of the authority

2) You must

- a) treat others with respect, and robustly challenge poor behaviour of other Members, including, but not limited to the behaviours set out at 1) 3) c), above.
- b) when using or authorising the use by others of the resources of the authority
 - i) act in accordance with the authority's reasonable requirements
 - ii) act in compliance with the requirements of the Bribery Act 2010
 - iii) ensure that such resources are not used improperly for political purposes; and
 - iv) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

c) when reaching decisions on any matter, have regard to any advice provided to you by

- i) the Chief Finance Officer
- ii) the Monitoring Officer

where that officer is acting pursuant to their statutory duties

d) give reasons for all decisions in accordance with statutory requirements and any reasonable additional requirements required by the authority.

Part 2 – Interests

2.1 Personal Interests

- 1) The interests described in paragraphs 3 and 4 are your **personal interests**, and the interests described in paragraph 5 are your **pecuniary interests** which are **disclosable pecuniary interests** as defined by section 30 of the Localism Act 2011.
- 2) If you fail to observe Parts 2 and 3 of the Code in relation to your interests –
 - a) The authority may deal with the matter in accordance with paragraph 1, 5) of this Code
 - b) If the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as described in paragraph 1, 4)
- 3) You have a personal interest in any business of your authority where either –
 - a) It relates to or is likely to affect –
 - i. any body of which you are a Member or in a position of general control or management and to which you are appointed or nominated by your authority
 - ii. any body –
 - a) exercising functions of a public nature
 - b) directed to charitable purposes; or
 - c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or are in a position of general control or management
 - iii. the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25; or
 - b) a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a **relevant person** to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the Ward, affected by the decision
- 4) A **relevant person** is –
 - a) a member of your family or a close associate; or
 - b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

- c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- d) any body of a type described in paragraph 3 a i) or ii)

Disclosable pecuniary interests

- 5) You have a **disclosable pecuniary interest** as defined by section 30 of the Localism Act 2011 in any business of your authority where i) you or ii) your partner (which means your spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) has an interest as described below:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses, incurred by a Member in carrying out duties as a Member, or toward the election expenses of a Member. This includes and payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority a) under which goods or services are to be provided or works are to be executive; and b) which has not been fully discharged.
Land	Any beneficial interest in land which is with the area of the relevant authority.
Licenses	Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy, where to the Member's knowledge a) the landlord is the relevant authority; and b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body or place where a) that body, to the Member's knowledge) has a place of business or land in the area of the relevant authority; and b) either i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issues share capital of that body; or ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds exceeds one hundredth of the total issued share capital of that class.

- 6) In paragraph 5, any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

Gifts and Hospitality

- 7) A Member must, within 28 days of receiving any gift, benefit, or hospitality over the value of £25, provide written notification to the authority's Monitoring Officer of the existence and nature of that gift or hospitality.

2.2 Disclosure of Personal Interests

- 1) Subject to paragraphs 2-5 below, where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. This applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 3) Where you have a personal interest but, by virtue of paragraph 3.2, sensitive information relating to it is not registered in your authority's register of Members' interests, you must indicate to the meeting that you have a personal interest and, if so applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.
- 4) Subject to paragraph (5 (1) b) , where you have a personal interest in any business of your authority and you have made an executive decision (in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000) on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

3. Prejudicial Interest

- 1) Subject to paragraph 2, where you have a personal interest in any business of your authority, you also have a prejudicial interest in that business where either:
 - a) the interest is a disclosable pecuniary interest as described at 5 above; or
 - b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment of the public interest.
- 2) For the purposes of paragraph (3(1)) above, you do not have a prejudicial interest in any business of the authority where that business:
 - a) does not affect your financial position or the financial position of a person or body described in paragraph (2.1(5));
 - b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph (2.1(5)); or
 - c) relates to the functions of your authority in respect of:
 - i) housing, where you are a tenant of your authority provided that those functions
 - ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay;
 - iv) an allowance, payment or indemnity given to Members;
 - v) any ceremonial honour given to Members; and

- vi) setting Council Tax or a precept under the Local Government Finance Act 1992

4. Interests arising in relation to the Overview and Scrutiny function

You also have a personal interest in any business before an overview and scrutiny committee of your authority (or a sub-committee) where

- a) that business relates to a decision made (whether implemented or not) or action taken by the Executive, or another committee of the authority; and
- b) at the time the decision was made or action was taken, you were a Member of the Executive, or committee, and you were present when that decision was made or action was taken.

5. Effect of Prejudicial Interests on Participation

1) Subject to paragraphs 2 and 3 below, where you have a prejudicial interest in any matter in relation to the business of the authority

- a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held
 - i) in a case where paragraph 2 below applies, immediately after making representations, answering questions or giving evidence;
 - ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a written dispensation from the Monitoring Officer or Standards Committee

- b) you must not exercise Executive functions in relation to that matter; and
- c) you must not seek improperly to influence a decision about that matter.

2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph (2.1(5)), you may attend a meeting (including a meeting of the Overview and Scrutiny committee) but only for the purposes of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

3) Where you can have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph (2.1(5)), arising solely from membership of any body described in (2.1 (3)(a)(i)) or (2.1(3)(a)(ii)(a)) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 - Registration of Interests

3.1 Registration of Members' Interests

1) Subject to section 2 below, you must, within 28 days of

- a) this Code being adopted by the authority; or

- b) your election or appointment to office (where that is later), register in the register of Members' interests details of –
 - i) your personal interests where they fall within a category mentioned in paragraph (2.1)(3)(a) and
 - ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph (2.1)(5)

by providing written notification to the Monitoring Officer

- 2) You must, subject to section 2 below, within 28 days of becoming aware of any new personal interest falling within paragraph (3.1(1)(b)(i)) or (3.1(1)(b)(ii)) or any change to a personal interest registered under paragraph (3.1(1)(b)(i)) or (3.1(1)(b)(ii)), register details of that new personal interest or change by providing written notification to the Monitoring Officer.

3.2 Sensitive Information

- 1) Where you consider that the information relating to any of your personal interests is sensitive information, and the Monitoring Officer agrees, the Monitoring Officer shall not include the details of the interest on any copies of the register of Members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- 2) You must, within 28 days of becoming aware of any change of circumstances which means that information.
- 3) In this Code, 'sensitive information' means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Part 4 – Dispensations

- 1) The Standards Committee, or the Monitoring Officer may, on written request made to the Monitoring Officer by a Member, grant a dispensation relieving the Member from either, or both, of the restrictions in paragraph (5 (1)(a)) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- 2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Standards Committee or the Monitoring Officer
 - a) considers that without the dispensation, the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - b) considers that without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - c) considers that granting the dispensation is in the interests of persons living in the area of the authority
 - d) considers that without the dispensation each Member of the Executive (where the matter is an Executive function) would be prohibited by part 2 (3) from participating in any particular business to be transacted by the Executive; or
 - e) considers that it is otherwise appropriate to grant a dispensation.

- 3) A dispensation must specify the period for which it has effect, and the period specified may not exceed 4 years.
- 4) Part 2 (3) does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Part 5 – Council Tax Arrears

- 1) Section 106 of the Local Government Finance Act 1992 restricts the rights of Members who are two months or more in arrears with their Council Tax payments. Any such Member must disclose the fact and must not vote at any meeting on decisions being taken which might affect the level of Council Tax or the arrangements for administering it. Failure to comply is a criminal offence.

Annex to this code – definitions

'Authority' means Reigate and Banstead Borough Council

'Code' means this Code of Conduct

'Committee' includes any sub-committee, or other body, howsoever named, discharging the function of a Committee for the timebeing

'co-opted member' means a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority
- b) is a member, and represents the authority on, any joint committee of the authority

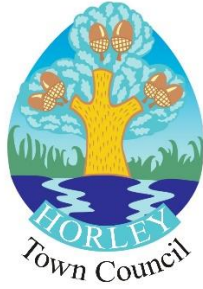
and who is entitled to vote on any question that falls to be decided at any meetings of that Committee

'meeting' means any meeting of

- a) the authority;
- b) the executive of the authority;
- c) any meeting of the authority's or its executive's committees, sub-committees, joint committees, joint-sub committees, or area committees

'Member' includes a co-opted Member

'register of Members' interests' means the authority's register of Members' pecuniary and other interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.



Recommendations Regarding Works Required Following HTC Tree Survey, October 2020

Horley Town Council carries out a full tree survey of all the trees in its open spaces every three years. The most recent tree survey was carried out by County Tree Surgeons in October of this year, following which, in line with the HTC Financial Regulations, three quotations have been sought for the works required to be carried out within the next six months.

Quotations received are as follows:

Contractor A: £6,550 plus Vat
Contractor B: £7,040 plus VAT
Contractor C: £7,925 plus VAT

Two quotations are from contractors known to HTC who have regularly carried out work for us, the third is from a well-known contractor who has not previously carried out work for us (quotations are listed purely in order of value).

Having looked at the quotations in detail, my recommendation as Head of Leisure and in consultation with the Chairman of the Leisure Committee is that we appoint Contractor A to carry out the work. This is a contractor known to the Town Council who has previously carried out work for us.

RECOMMEND: that Contractor A be appointed to carry out the works identified in the recent HTC tree survey, in the sum of £6,550 plus VAT.

Carol Fenton Head of Leisure, 7 December 2020