



**Joan Walsh**  
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## **AGENDA**

# **HORLEY TOWN COUNCIL MEETING**

**Date / Time: Tuesday 2 November 2021, 7.30 pm**

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

Dear Town Councillors

**You are hereby summoned to attend a Meeting of Horley Town Council to be held at the Albert Rooms, Albert Road, Horley on Tuesday 2 November 2021 at 7.30 pm. In accordance with current legislation the meeting will take place in person. An Agenda for the meeting is attached hereto.**

Yours sincerely

Joan Walsh  
Town Clerk  
**Horley Town Council**

28 October 2021





An Ordinary Meeting of Horley Town Council will be held at will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday, 2 November 2021, at 7.30 pm.

## A G E N D A

- 1 Apologies and Reasons for Absence**  
To receive apologies and reasons for absence.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this Agenda.
- 3 Public Forum**  
*Members of the public 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 only 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.*
- 4 Minutes**  
To approve the Minutes of the Ordinary Meeting of Full Council held on [7 September 2021](#).
- 5 Full Council Updates**
- 6 Committee Reports**  
To receive the Minutes of the meetings of the following Committees:
  - i) Approved Minutes of the  
Planning & Development Committee held on [17 August 2021](#) and [21 September 2021](#).
  - ii) Unapproved Minutes of the: -  
Finance & General Purposes Committee held [28 September 2021](#)  
Leisure & Amenities Committee held [5 October 2021](#)
- 7 Chairman's Report**  
To receive a report of any events attended by the Chairman or her representative.
- 8 Borough, County Councillor and Other Related Updates**
  - i) To receive a report of the Joint Council Meeting with County, Borough & Town Councillors, held on 29 October 2021.
  - ii) To receive a report of the HTC/RBBC Liaison Meeting held on 12 October 2021.
  - iii) **Horley Residents' Forum** – To note that the next Horley Residents Forum meeting would be held in-person at the Horley Town Council offices on Tuesday, 23 November 2021, at 7.00 pm.
  - iv) To receive any other related updates.
- 9 Annual Audit for the Year Ended 31 March 2021**
  - i) To note that the audit has been completed, is unqualified and that there are no Issues Arising requiring action by this Council.
  - ii) To receive the Final External Auditor Report and Certificate for 2020/2021
- 10 HTC Bank Account**  
To approve the required amendments to signatories on the Town Council's Bank Account.

- 11 Insurance Claim – Damage to Gate Pillar Horley Recreation Ground**  
To receive a report from the Town Clerk.
- 12 Community Infrastructure Levy (CIL) Projects in Horley - Residents' Survey**  
To receive a report of the online Residents' Survey, asking for views on suggested smaller community projects to help improve the local area.
- 13 'Café In The Park' Project - Horley Recreation Ground**
- i) To note that the 'rectification period inspection' by the Managing Surveyors (prior to Final Completion) would take place at the site on 18 November 2021, at 10am.
  - ii) To receive an update from the Council Chairman on progress with the 'Café In The Park' Project Evaluation.
- 14 Community Foundation for Surrey - Horley Edmonds Community Fund**
- i) To consider an application for funding.
  - ii) To receive an update on any other matters.
- 15 Environment Matters**  
To receive any updates from the HTC Environment Working Group.
- 16 Christmas Hospitality**  
To consider arrangements
- 17 Letters Received**
- 18 Items for Future Consideration**  
To consider any items for inclusion on future agenda.
- 19 Diary Dates**
- 20 Press Release**
- 21 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."
- 22 Minutes** **CONFIDENTIAL**  
To approve the Confidential Minutes of the Full Council Meeting, held on 7 September 2021.
- 23 Staffing Matters** **CONFIDENTIAL**  
To receive any updates.



Town Clerk, 28 October 2021

Date of Next Meeting – 14 December 2021

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Horley Town Council – SU0046**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

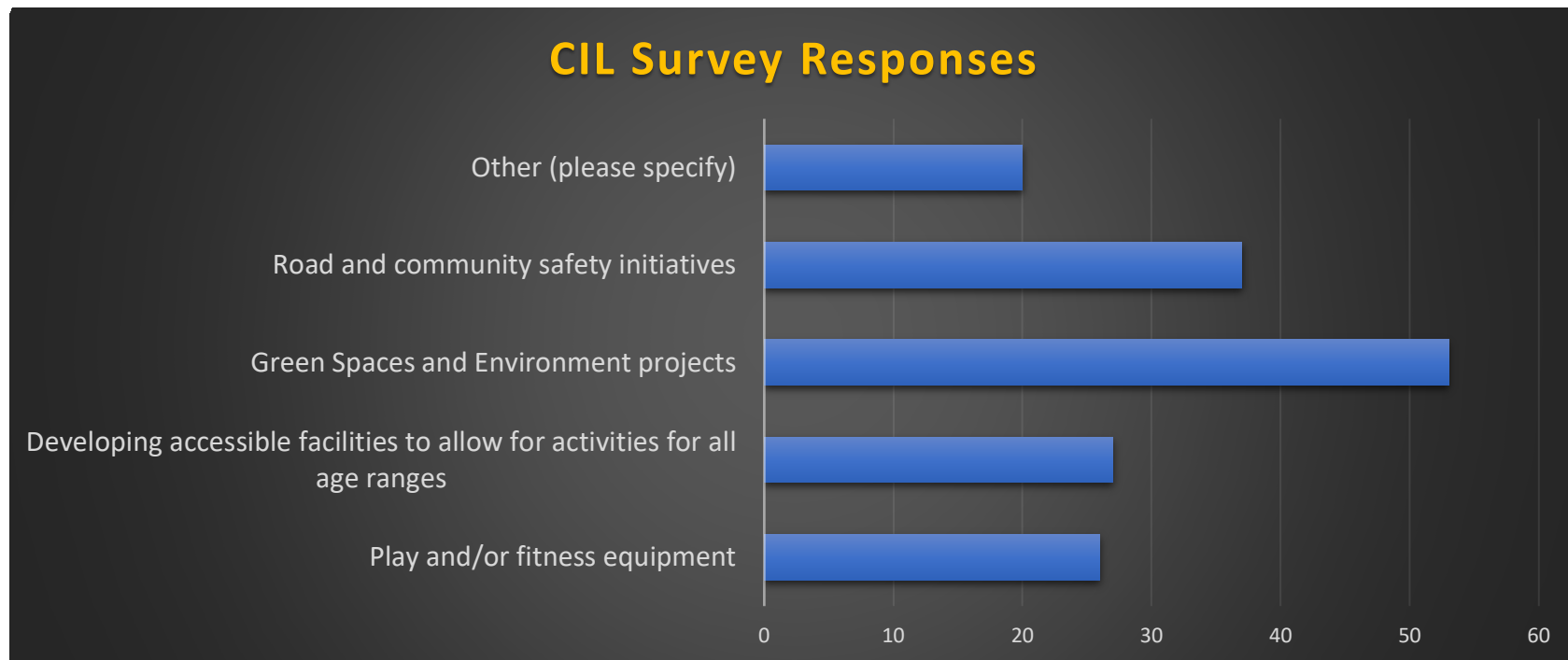
External Auditor Signature

Date

14/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Community Infrastructure Levy Survey



## 'Other' Responses

- Pavement Repairs x3
- CCTV Safety
- Reducing Flooding Issues
- Cutting grass verges
- Community Activities to support older people
- Improvements to existing verges, paths & green spaces
- Improve bridleway & footpath access
- More club activities for 11-18yr olds
- More bins in Station Approach
- Our of hours accessible toilets in The Rec
- Pavement & road resurfacing in Parkhurst Road
- Subway improvements
- Children's play equipment in Meadowcroft Close
- Road water runoff in Hookwood
- Cycle Lanes for school children
- BMX track
- Fenced off dog park
- Not sure that Horley Town Council does

## Themed funding rounds

The aim of the Community Foundation for Surrey is to award grants to community and voluntary groups for charitable purposes that make a genuine difference to the lives of people in Surrey. In 2022 the Community Foundation for Surrey will be running our funding rounds a little differently so that it's easier for applicants to see what sorts of things we are hoping to fund, and for us to reach out

During December to March we will not have a particular deadline for applications but will operate a rolling programme responding to Crisis.

We will be prioritising applications for projects dealing with urgent issues arising from what we suspect will be a very tough Winter, in particular:

- Support for Afghan evacuees and other refugees
- Support for organisations tackling the impact of rising costs and falling benefits e.g. measures which improve the sustainability of food banks, or increase the ability of debt advisors to provide support.

We will also open to Emergency requests from previous grantees facing a financial crisis where a short-term award can help to bridge a gap.

Crisis and Emergency funding applications during this period will be turned around as quickly as we can, and we would aim for funding decisions to be made in a month.

The application deadlines for 2022 will be themed

- **Young People** – supporting the range of challenges faced by young people.
- **Wellbeing** - Advance people's wellbeing, physical and mental health and safety
- **Equity & Inclusion** - Reduce disadvantage and increase access to services, strengthen community cohesion and build social capacity

Through all of our themes we are interested in capacity building and engagement with the environment.

## Deadlines

- **Monday 25th April at 09.00** is the deadline for applications with a priority to support **Young People** – with funding outcomes expected July/August.
- **Monday 25th July at 09.00** is the deadline for applications with a priority to support **Wellbeing & Health** – with funding outcomes expected October/November.
- **Monday 10th October at 09.00** is the deadline for applications with a priority to support **Equity & Inclusion** – with funding outcomes expected January/February.

It is expected that future deadlines will follow the same pattern through the year subject to review.

## Our Themes

Our priorities are expressed in three areas – which inevitably overlap.



## Young People

- Helping young people to obtain qualifications and develop life skills which will improve their chances of gaining employment.
- Supporting young people to cope with and manage mental health issues
- Early intervention projects to help prevent mental ill health
- Widening horizons – giving children and young people in disadvantaged communities access to opportunity.
- Young carers - supporting people caring for others
- Mentoring and coaching
- Access to sports, arts, and the environment

## Wellbeing

- Mental ill-health - supporting people to cope with and manage mental health issues and enable early intervention.
- Addiction - Support people with drug, alcohol, and substance abuse related issues.
- Caring responsibilities – supporting people caring for others
- Reducing loneliness - provide older people with opportunities to access and participate in their local community to prevent isolation
- Supporting recovery - supporting therapy, advice, counselling, and practical help to aid recovery and improve lives
- Supporting families and parenting
- Addressing physical ill health and disability
- Active lifestyles - promoting the benefits of healthy living and eating. Helping to counter obesity, preventable diseases, and mental ill-health.
- Domestic abuse - supporting people experiencing domestic abuse by providing advice, practical help and/or temporary accommodation.

## Equity & Inclusion

- Exclusion – support projects providing opportunities for the most disadvantaged to develop their skills, confidence, and abilities to live independently and to participate in their community.
- Addressing disadvantage for specific communities.
- Improve access to services by supporting projects which remove barriers to participation.
- Homelessness and Housing – projects supporting people who are homeless or insecurely housed and the causes of homelessness.
- Advice and support to help people navigate the challenges of economic disadvantage.
- Developing the basic skills which lead to employment, including IT skills, soft skills and confidence building to overcome barriers.
- Disability - supporting social inclusion for people with long-term illness or disability.
- Organisations supporting those living in deprivation through access to emergency food, home supplies, practical advice, and support.
- Supporting projects which work to prevent crime, reduce re-offending, or promote rehabilitation.
- Supporting projects which support the victims of crime.
- Promoting social cohesion.
- Supporting infrastructure and community development work to build strong communities.



This change to the timetable of grant making will not impact our funds supporting Individuals.



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**Request**

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Funding towards a new SEN teacher post to support adults with learning disabilities in residential homes across Surrey.

Total Cost:	£35,403.00
Funding Requested:	£10,000.00
Amount Recommended:	£10,000.00
Geography:	Surrey - Redhill, Reigate, Frimley, Caterham and Horley
Primary Beneficiaries:	People with learning difficulties
Number of Beneficiaries:	50
Risk Level:	Low

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**About the Organisation**

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**Income:** £6,467,767 **Expenditure:** £7,000,372

According to the Annual Accounts March 2020, the Field Lane Foundation had £3,090,629 in unrestricted funds, equating to 5 months running costs. A financial update has been provided to show a similar financial position.

**194 Full time staff, 218 Part time staff, 0 Volunteers, 12 Trustees**

The aim of Field Lane is to support and care for people who through disability or personal circumstances need our services. The charity enables people to lift and enrich their quality of life and constantly seeks ways to develop new responses and effective interventions. Field Lane has a Christian basis, which sets the value base for all of its work. All of its services are open to all and none are restricted except by suitability. In line with our stated aims Field Lane opened a new project in Frimley, Surrey, during the year (2019-20).

During the year Field Lane provided:

1. Supported housing, registered care and domiciliary support for people with learning disabilities and for those with additional mental health issues.
2. Supported housing and personal development for families and children who are in temporary accommodation due to homelessness or are vulnerable to becoming homeless.
3. Consultancy, management and back-office support for care and support services run by other charities and religious orders.

Surveys designed to assist engagement are regularly undertaken and reported to the charity Board's Quality and Development Committee. The levels of occupancy, the feedback from the satisfaction surveys and the potential long-term financial stability of the houses accommodating clients have encouraged Field Lane to continue to invest in the supported housing model.

The support for the clients in the houses is provided through our two agencies, Field Lane Care and Support, in Surrey and Southend. The Southend agency limits its services to the two Field Lane houses in the local authority area but the Surrey agency also provides services to the community and supported up to 39 clients living in their own accommodation in the locality. Both agencies operate on a spot-purchase model and income is dependent on the individual needs of each client with rates being negotiated with the local authority and the family or client.

During the year 2019-21 Field Lane ran a social club in Redhill, which was well attended and gave good profile to the charity. Unfortunately, this endeavour has been temporarily impacted by the covid crisis. There is no financial impact as this club was not revenue generating.

**Previous grant awards** - The Field Lane Foundation has had 1 grant from CFS of £5,000 in 2020, which was awarded towards a sail shade at the Wood Street Sensory Garden in Redhill. Reporting has been received on time and to a good standard.

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**Assessor's Comments**

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The Field Lane Foundation is a regional charity; however, 8 of their 12 supported living projects are within Surrey, and this project is confirmed to be Surrey focused. An interview with the applicant was enlightening and very positive. This is a new venture which has been well justified, planned and has strong potential impact. The assessor recommends the project for funding.

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## Need/Issue

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One of the big issues currently for our services is the continuation of our clients' education and skills development over the next two years. Due to lockdown, clients that were previously attending colleges and day centres have been unable to do so. This is an important part of our clients' development and their ability to learn skills that will enable them to go on to lead more independent lives. This programme of education and learning is central to their wellbeing. Without the stimulation provided by attending college and day centres, our clients risk falling behind in their development and the learning of life skills, which is a huge blow to their confidence and ability to live as independently as possible. The clients had all been engaged in a variety of learning activities, for example, reading and writing, IT, music, dancing, exercise and sport, crafts, cooking and other general life skills. With things changing so rapidly in a post-Covid world, there is no guarantee that the colleges and day centres our clients used to attend will reopen – many of the latter are run by charitable organisations, whose futures are in abeyance. We need to build in resilience and create a buffer that will restore the certainty our clients so desperately need. Already disadvantaged by their learning disabilities and other challenging behavioural issues, not having the continuity in the education and skills development would disadvantage them further. In order for our clients to integrate successfully into their local communities, to find employment or volunteer opportunities, take part in events and enjoy an active and fulfilling life, they need ongoing stimulation and support. A regular programme of education and skills development provides this. Without it, our clients will not be able to lead more fulfilling and independent lives, which is our core aim as a charity.

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## Project/Activity Details

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We are seeking to recruit a special educational needs (SEN) teacher to work with clients across all of our Surrey projects. It is the first time Field Lane has employed a qualified SEN teacher, but we believe it would bring huge benefit to our clients, who by the nature of their learning disabilities, are finding it very difficult to cope with the immense changes to our lives forced upon us by the Coronavirus crisis and with what has become for so many of us 'the new normal'.

One of the biggest and most disruptive changes has been to their education and skills development. Our clients need opportunities to learn the skills required to be able to lead as independent and fulfilling lives as possible, which is our core purpose as a charity. Due to lockdown, these opportunities have been curtailed. Clients who were previously attending colleges and day centres have been unable to do so. Without the stimulation provided by attending college and day centres, our clients risk falling behind in their development and the learning of essential life skills.

Our solution is to directly employ a qualified SEN teacher, who would work across our eight projects in Surrey (with 50 clients). The majority of our projects are in Surrey (eight out of our 12 projects in total).

It is the first time Field Lane has employed a qualified teacher; the postholder would help shape the role, bringing to bear their own knowledge and experience. We are hoping to advertise for this post in November. The cost would be £35,403 in the first year including on costs. We would be so grateful for any help you are able to give us. The outcome for our clients in being able to continue with their education and skills development would be immense.

The SEN teaching post is vitally important so we are seeking long-term funding from local grant giving trusts whom we have worked in partnership with to date. We have already received three commitments of grant funding. We have reviewed the programme, its aims, outcomes and targets and concluded that it needs to continue to enhance the quality of life for the 50 local clients with learning disabilities and achieve enhanced social outcomes. During 2021, we are seeking time limited funding to finance the next two year period of this project to enable it to continue. During this time, we will develop and review the work to assess impact and build a case for supporting future activities and additional developments to the project if / as appropriate. This will continue a two year cyclical funding regimen to ensure that the project is delivered for as long as it is needed and as long as it delivers its target outcomes effectively.

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## Impact

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Many of our clients come to live in our projects straight from larger residential colleges, specifically for people with disabilities. The step change is immense – from the 'bubble' of a college geared toward people with learning disabilities, to living in their 'own house', in the wider community, in the adult world. There is no interim step. Our clients need to continually build up their skills and to retain these by having them constantly reinforced, and stay motivated. Without the regular stimulation of attending college or a day centre they are falling behind with their development and the learning of life skills, which is a huge blow to their confidence and ability to live as independently as possible. The clients had all been engaged in a variety of learning activities, for example, reading and writing, IT, music, dancing, exercise and sport, crafts, cooking and other general life skills. We need to restore the certainty and process of learning that our clients so desperately need. A key outcome of employing a qualified SEN teacher and a positive change, will be to ensure our Surrey-based clients have continuity in their learning and skills development. They will be able to carry on with regular learning, which is so vital to developing the confidence and skills they need to live as independently as possible within their local community. Other outcomes include:

- improved mental health and/or ability to cope;
- less likely to engage in harmful, disruptive behaviours;
- access to support and training to reach their personal potential to work or volunteer;
- support, information and advice to address practical, life skill issues.

Real change often takes place in deep crises, and this moment holds the possibility that we won't return to the status quo when things return to 'normal'. While this global pandemic has deeply disruptive implications, including for education, it does not have predetermined outcomes. It will be the nature of our collective and systemic responses to these disruptions that will determine how we are affected by them. In this sense, the pandemic is also a call to renew the commitment to our Sustainable Development Goals. Ensuring that young people have the opportunity to succeed and develop the knowledge, skills, attitudes and values that will enable them to contribute to society is at the heart of our agenda at Field Lane. The current crisis has tested our ability to deal with large-scale disruptions. It is now up to us to build as its legacy a more resilient and inclusive society.

The Community Foundation for Surrey award scheme will be subject to Field Lane's tracking procedures, which include monitoring (statistical reports detailing numbers of adults with learning disabilities, age, gender and ethnicity) and evaluation systems (analysis of statistical data and ongoing feedback from Field Lane staff via meetings and direct contact) as well as annual reviews of how many clients are taught by the

SEN teacher. To measure the true impact of the initiative we will obtain annual feedback from the projects, the clients and their families, all of which would be available as part of the review process to verify that the clients have benefited from the project. Specifically, we will identify:

- a drop in the number of reportable incidents relating to Positive Behaviour Support;
- a decrease in behaviour that can challenge the service;
- an increase in the client's confidence measured through their Person Centred Plan (PCP);
- achievements in clients' short-term goals and long-term goals in their PCP.

In addition, care staff will monitor the positive impact and changes on the individual clients in their care, both informally through witnessing everyday actions and behaviour, and more formally through our reporting systems and weekly staff meetings.

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### Project Budget

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	Total Cost	Amount Requested
<b>Capital Costs</b>		
£1,000 - Lap top and costs related to this.		
£500 - SEN equipment, subscriptions and materials		
£500 - Mobile phone and associated costs	£2,000.00	
<b>Staff Costs</b>		
£33,200 basic salary plus allowances - Experienced SEN Teacher		
£203 - Travel expenses (travelling between projects)	£33,403.00	£10,000.00
<b>Total Costs:</b>	<b>£35,403.00</b>	<b>£10,000.00</b>

**Amount raised so far:** £8,500. **Other Funding sought:** We are applying to other grant giving trusts to reach our goal.