

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,  
Albert Road, Horley on Tuesday 3 April 2018 at 7.30 pm.

**Present** Cllrs Mike George – Chairman & Town Mayor  
J Baird  
J Baker  
S Banwait  
R Biggs  
J Hudson  
L Mabbett  
Samantha Marshall  
Simon Marshall  
V Marshall  
R Olliver  
D Powell  
H Randall  
F Stimpson

**In Attendance** J Walsh (Town Clerk)  
C Fenton (Head of Leisure & Deputy Clerk)  
Cllr C Stevens (RBBC)  
Cllr D Brown (Salfords & Sidlow PC)  
Cllr J Blackmore (Salfords & Sidlow PC)  
One member of the public

**C 4362 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Etheridge, A Kitajewski and H Kitajewski be accepted, for reasons as specified in the attendance register.***

**C 4363 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

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

***RESOLVED: noted.***

**C 4364 Public Forum**

Salfords & Sidlow Parish Councillors D Brown and J Blackmore told those present that they were in attendance to listen to the discussion and the Town Council's proposed submission regarding the Reigate & Banstead Ward Boundary Review.

***RESOLVED: noted.***

C 4365

### **Reigate & Banstead Ward Boundary Review**

Members were reminded that the Local Government Boundary Commission for England (LGBCE) was carrying out a review of warding arrangements for Reigate & Banstead and was minded to recommend that 45 Borough Councillors be elected in place of the present 51, with each ward being represented by three Councillors, reducing the number of wards from 19 to 15. The aim was to deliver electoral equality and the pattern of wards to reflect as far as possible the interests and identities of local communities. Comments and suggestions were invited from interested parties.

The Chairman advised that, following a meeting of the Electoral Review Working Group, two options had been put forward for consideration by members. The first would be for the Horley West Ward to merge with the Sidlow Ward and Horley East to merge with the Salfords Ward, additionally the boundary between Horley West and Horley Central to be re-drawn to give electoral equality. The second option would be for the entire Salfords & Sidlow Ward (including Earlswood & Whitebushes EWB4 Ward) to merge with part of either Horley West or Horley East and the remaining Horley Ward boundaries to be re-drawn accordingly.

Following further discussion, the following was resolved:

**RESOLVED:**

- i) that Option One be forwarded to the LGBCE as the Town Council's preferred option (Horley West to merge with Sidlow, Horley East to merge with Salfords and the boundary between Horley West and Horley Central to be re-drawn for electoral equality).***
- ii) that the LGBCE be requested to give due consideration to re-drawing the Town Council ward boundaries, to enable them to continue to be co-terminus with the Borough ward boundaries.***

***(A copy of the Town Council's full response is appended.)***

C 4366

### **Ordinary Meeting of the Council, 13 February 2018**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

***RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 13 February 2018, including all confidential items, be approved.***

**C 4367 Extraordinary Meeting of the Council, 13 March 2018**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

***RESOLVED: that the minutes of the Extraordinary Meeting of the Council held on 13 March 2018, including all confidential items, be approved.***

**C 4368 Leisure & Amenities Committee, 27 February 2018**

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

**C 4369 Finance & General Purposes Committee, 13 March 2018**

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

**C 4370 Planning & Development Committee, 6 February 2018**

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

**C 4371 Planning & Development Committee, 6 March 2018**

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

**C 4372 Chairman's Report**

The Chairman advised that he had attended the following:

Presentation of cheque to Age UK at Wykeham House  
Poppy Appeal Cadet Competition Presentation Night  
Commonwealth Flag Raising Ceremony at Reigate Town Hall  
100<sup>th</sup> birthday of resident at Barnfield Care Home  
Armed Forces Covenant Update, Reigate Town Hall  
Horley Photographic Club Awards Presentation

***RESOLVED: noted.***

**C 4373 Notice of Vacancy – Office of Town Councillor**

The Clerk advised members that a vacancy had arisen, following the recent resignation of David Jackson. An election to fill the vacancy would be held if, requested in writing by ten electors from the Horley West Ward. Alternatively, the vacancy would be filled by co-option. (Afternote: no requests for an election were received.)

**RESOLVED: noted.**

**Borough, County Councillor & Other Updates**

**C 4374** Members were reminded that the next Residents; Forum Meeting was due to take place here on Tuesday 17 April. Cllrs Kay Hammond and Graham Knight would be present, as well as Senior JET Officer, Richard Dewar.

**RESOLVED: noted.**

**C 4375** Members were updated on the recent HTC/RBBC Liaison Meeting, which had included discussion on the Borough Council's recently introduced Community Development Work Programme (HTC had praised the contribution made by Horley based Tony Freeman), RBBC Ward Boundary Review and GDPR.

**RESOLVED: noted.**

**C 4376** The Clerk updated members on the recent meeting with Colin Kemp, SCC Cabinet Member for Highways, attended by herself, Cllr George, Salfords & Sidlow PC representatives and SCC officers responsible for the Local Committee and Highways. The enforcement of a blanket Traffic Regulation Order to prevent parking outside Horley Infant School was to be investigated. Operation Horizon 2 Traffic Schemes had been discussed and it was explained that Traffic Signals were being replaced to enable networking between different junctions and to overcome the problem of costly spare parts, which were difficult to source. Cllr Biggs stressed the need to maintain pressure on SCC, regarding the extremely poor state of Horley roads.

**RESOLVED: noted.**

**C 4377 Proposals for Possible Café at Horley Recreation Ground**

The Clerk advised that there had been a further meeting with the operator who was keen to bring their own modular café and toilets to the park. The operator had now suggested bringing a modular structure to the park, based on the design of the original HTC planning application. It was noted that the budget proposals for a permanent structure were still outstanding.

**C 4377)**        **RESOLVED: noted.**

**C 4378**        **Cycle of Meetings 2017 – 2018**

**RESOLVED: that the Cycle of Meetings, as appended, be approved.**

**Horley Edmonds Community Fund**

**C 4379**        **RESOLVED: that receipt be noted of the Fund Statement for the year 1 April 2017 – 31 March 2018. (A copy is appended.)**

**C 4380**        Receipt was noted of End of Grant Reviews for a number of projects supported by grants from the Horley Edmonds Fund. The Chairman remarked that reports such as these were still outstanding for some other projects, in particular the Community Cinema project at the Archway Theatre. It was suggested that this be discussed in more detail at a meeting due to be arranged with the Community Foundation's Director of Grants and Impact. (Subsequently arranged to take place on 15 May.)

**RESOLVED: noted.**

**C 4381**        **RESOLVED: that an award of £500 be made to the Staywell "Older People & Digital Technology Project" (to cover publicity costs).**

**C 4382**        **Police and Crime Plan (Revised Version) - Survey**

**RESOLVED: that the Clerk and Chairman formulate a response on behalf of the Town Council, supporting the aims of the Police and Crime Commissioner for Surrey.**

**Defibrillator at Boots, Horley funded by the Horley Town Management Group (HTMG)**

**C 4383**        Members were updated on the arrangements put in place for the defibrillator. Boots was to fund the installation of the machine on the outside wall of the shop and the HTMG was to fund the cost of training for Boots staff. Cllr Olliver requested that assurance be sought that a continuous power supply would be provided for the unit (subsequently confirmed).

**RESOLVED: noted.**

**C 4384**        **RESOLVED: that the Licence between Boots UK Ltd and Horley Town Council be approved and signed.**

**C 4385            Gatwick Diamond Business (gdb) – Annual Membership Renewal**

Members agreed that there was no relevant reason to continue the Town Council's membership of gdb at the present time (£330 plus VAT), neither was there the availability of an Associate membership.

***RESOLVED: that continued membership of gdb be declined.***

**C 4386            Request to hold Bootcamps at Horley Recreation Ground**

***RESOLVED: that the request be approved on a free three-month trial basis subject to the following:***

- i)        Evidence of Public Liability Insurance and first aid training to be provided.***
- ii)      Details of equipment being used to be provided.***

**C 4387            Smiths Charity (Horley) – Replacement Trustee**

***RESOLVED: that the Town Council support the appointment of the replacement Trustee.***

**C 4388            Horley Lions Charity Skittles Tournament, 16 – 20 July 2018**

***RESOLVED: that the Town Council enter a team into the Tournament at a cost of £36.***

**C 4389            Diary Dates**

***RESOLVED: that future events be noted, in particular the Residents' Forum meeting on 17 April, St George's Day Fayre on 21 April and Town Meeting on 27 April.***

**C 4390            Confidential Business**

***RESOLVED: that, "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."***

**C 4391 -  
C 4395            Staffing Matters**

**CONFIDENTIAL**

Members were updated on various staffing matters.

Prior to the close of the meeting, Cllr Simon Marshall thanked Cllr George for his hard work and effort during his Chairmanship of the Town Council. In reply Cllr George thanked members and staff for their valued support.

**Meeting closed at 8.43 pm    Next meeting: 15 May 2018 (Annual Mtg)**

# HORLEY TOWN COUNCIL

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The Review Officer (Reigate and Banstead)  
Local Government Boundary Commission for England  
14th floor, Millbank Tower  
London SW1P 4QP

By Email: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

6 April 2018

Dear Sir / Madam

## **LGBCE Consultation - Reigate & Banstead Boundary Review**

Thank you for the opportunity to comment on the above LGBCE Consultation on the Reigate & Banstead Boundary Review.

Horley Town Council has given extensive and careful consideration to possible new warding arrangements. Our members have also been in discussion with representatives of Salfords & Sidlow Parish Council (presently a one-member ward) as they would be equally impacted by ward changes in the southern part of the Borough.

We understand from Reigate & Banstead Borough Council that it has been proposed to LGBCE the Council reduce its present complement of 51 members to 45 and for all wards to have 3 Councillors. At present, Horley has 2 three-member wards; and 1 two-member ward.

We are aware that the target number of electors per ward is 7,799, based on LGBCE information on the forecasted number of electors up until 2023. We have also been given a breakdown of electors by road, however, these are current and not future forecasted numbers. We further understand that the proposed new boundaries should avoid breaking up local communities and use natural features, such as, main roads, rivers or streams.

The LGBCE Consultation was reviewed at our Full Council meeting on 3 April 2018, and a number of possible options were discussed. Following deliberations, the Council resolved at the meeting to make the following proposals to LGBCE.

**Continued ...**

**Proposals on new warding arrangements:**

We request the Boundary Commission to consider:

Horley West Ward (HOW1 & HOW2) to merge with Salfords & Sidlow Ward (Sidlow Ward SAS2). Based on the information made available, the number of electors would be **8508**. We are aware that this total exceeds the target number by 709 electors (8.3%). However, we would suggest consideration be given to moving the boundary of Horley Central Ward (HOC1, HOC2 & HOC3) so that it is bounded by Horley Row and Vicarage Lane, thereby reducing the Horley West Ward by approximately 586 electors, giving that ward a total of **7922**, as detailed below:

SAS2	463
HOW1	5081
HOW2	2964
Transfer to Horley Central	-586
<b>TOTAL</b>	<b>7922</b>

Horley Central Ward (HOC1, HOC2 & HOC3) to remain as it is, but with the addition of approximately 586 electors from Horley West (as detailed above), giving a total of **8010**, as detailed below:

HOC1	1965
HOC2	4299
HOC3	1160
Transfer from Horley West	586
<b>TOTAL</b>	<b>8010</b>

Horley East Ward (HOE1 & HOE2) ward to merge with Salfords & Sidlow Ward (Salfords Ward SAS1), giving a total of **7949**, as detailed below:

SAS1	1948
HOE1	4577
HOE2	1424
<b>TOTAL</b>	<b>7949</b>

**Proposals for naming the new wards:**

Having considered suggestions for the naming of the new wards, we would propose the following:

**Horley West & Sidlow** (replacing Horley West and SAS2)

**Horley Central** (unchanged)

**Horley East & Salfords** (replacing Horley East and SAS1)



**Conclusion:**

In summary, we do hope that our proposals will be of assistance and will be given due consideration in formulating your draft recommendations for the new warding arrangements for Reigate & Banstead, for publication in June.

We would also wish to make a final comment that borough ward boundary changes are likely to have an impact on Horley Town Council ward boundaries, both of which have previously been co-terminus. We note in your letter to us of 30 January this year that this Review can recommend changes to the electoral arrangements for parish and town councils, where a parished area is to be divided between wards, so we would ask that this, as well as changes in population growth could be reviewed, so that any changes to town wards can be implemented in time for the May 2019 elections.

Yours faithfully,



Joan Walsh  
**Town Clerk**  
**Horley Town Council**



## Horley Town Council - Cycle of Meetings 2018 - 2019

Tuesday 15 May	<b>Annual Meeting of Council</b>	
Tuesday 22 May	Planning and Development	
Tuesday 29 May	Leisure & Amenities	Spring Bank Holiday-28 May
Tuesday 5 June	Spare	
Tuesday 12 June	Finance and General Purposes	
Tuesday 19 June	Planning and Development	
Tuesday 26 June	<b>Full Council</b>	
Tuesday 3 July	Spare	
Tuesday 10 July	Leisure & Amenities	
Tuesday 17 July	Planning and Development	
Tuesday 24 July	Spare	
Tuesday 31 July	Finance and General Purposes	
Tuesday 7 August	Spare	
Tuesday 14 August	Planning and Development	
Tuesday 21 August	Spare	
Tuesday 28 August	<b>Full Council</b>	Summer Bank Holiday-27 August
Tuesday 4 September	Leisure & Amenities	
Tuesday 11 September	Planning and Development	
Tuesday 18 September	Spare	
Tuesday 25 September	Finance and General Purposes	
Tuesday 2 October	Spare	
Tuesday 9 October	Planning and Development	
Tuesday 16 October	<b>Full Council</b>	
Tuesday 23 October	Spare	
Tuesday 30 October	Leisure & Amenities	
Tuesday 6 November	Planning and Development	
Tuesday 13 November	Spare	
Tuesday 20 November	Finance and General Purposes	
Tuesday 27 November	Spare	
Tuesday 4 December	Planning and Development	
Tuesday 11 December	<b>Full Council - PRECEPT</b>	
Tuesday 18 December	Spare	
Tuesday 25 December	Spare	Christmas
Tuesday 1 January 2019	Spare	New Year's Day
Tuesday 8 January	Planning and Development	
Tuesday 15 January	Leisure & Amenities	
Tuesday 22 January	Finance and General Purposes	
Tuesday 29 January	Spare	
Tuesday 5 February	Planning and Development	
Tuesday 12 February	<b>Full Council</b>	
Tuesday 19 February	Spare	
Tuesday 26 February	Leisure & Amenities	
Tuesday 5 March	Planning and Development	
Tuesday 12 March	Finance and General Purposes	
Tuesday 19 March	Spare	
Tuesday 26 March	Planning and Development	Town Meeting 29 March
Tuesday 2 April	<b>Full Council</b>	
Tuesday 9 April	Leisure & Amenities	
Tuesday 16 April	Spare	
Tuesday 23 April	Planning and Development	Easter 19 April - 22 April
Tuesday 30 April	Finance and General Purposes	
Tuesday 7 May	Spare	Elections 2 May May B/ Holiday 6 May
Tuesday 14 May	Spare	
Tuesday 21 May	<b>Annual Meeting of Council</b>	

**Fund Holder Quarterly Statement**

**Report for the Period:** 01 April 2017 to 31 March 2018

<b>Horley Edmonds Endowment Fund</b>			
<b>Market Value of Fund at 31 March 2017</b>			<b>£121,649.79</b>
	<b>Credits</b>	<b>Debits</b>	
Capital Revaluation		£1,831.03	
<b>TOTAL</b>	<b>£0.00</b>	<b>£1,831.03</b>	
<b>Total Fund at 31 March 2018</b>			<b>£119,818.76</b>

<b>Grants Income &amp; Expenditure</b>			
<b>Opening Balance at 01 April 2017</b>			<b>£2,947.68</b>
	<b>Receipts</b>	<b>Payments</b>	
Dividend Receipts and cash distributions from Endowment Funds	£4,866.00		
Contribution to Community Foundation		£1,824.76	
Grant Payments		£2,440.00	
<b>TOTAL</b>	<b>£4,866.00</b>	<b>£4,264.76</b>	
<b>Balance available for grant making at 31 March 2018</b>			<b>£3,548.92</b>

**Statement of Grants Given**  
01 April 2017 to 31 March 2018

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
24/04/2017	Citizens Advice Reigate and Banstead	£740.00	Older Persons Advice Horley project providing advice, information and casework to 150 vulnerable older people through home visits
03/07/2017	St Wilfrid's Church, Horley	£200.00	Refurbishment of a kitchen to enable a Church to provide more community initiatives.
03/07/2017	ESRA (Employment Support Retraining Agency)	£500.00	Specialist rolling 1-1 sessions and group tuition aimed to help disadvantaged and unemployed people aged 18 and above who have had mental health issues find, return to or retain work
15/12/2017	Tall Ships Youth Trust (TSYT)	£1,000.00	Residential voyages for disabled or disadvantaged young people (February 2018 to January 2019).
<b>4 grants given to the value of £2,440.00</b>			