

HORLEY TOWN COUNCIL
Leisure & Amenities Committee

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 27 July 2021 at 7.30 pm.

Present Councillors Simon Marshall - Chairman
Hannah Avery, Jante Baird, Jordan Beech, Andy Dye,
Mike George, Jerry Hudson, Helen Kitajewski, Robert Marr,
David Powell, Fiona Stimpson

In Attendance Carol Fenton (Head of Leisure & Deputy Clerk)
Joan Walsh (Town Clerk)

One member of the Public

L 5104 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs James Baker and Samantha Marshall be accepted, for reasons as specified in the Attendance Register.

L 5105 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: noted.

Public Forum

L 5106 A member of the public thanked the Town Council for the installation of the Pickleball lines on one of the newly re-furnished tennis courts at Horley Rec. She told members that passers by had been showing interest in this fast-growing sport. The member of the public went on to suggest that she would be willing to offer informal coaching to local people as soon as she had completed the required training. After some discussion, members approved this request and the small costs involved.

RESOLVED: noted.

L 5107 ***RESOLVED: that the Town Council purchase Pickleball bats and balls in the sum of £108.33 plus VAT, to be used for informal Pickleball tuition for members of the public.***

L 5108 Approval of Minutes - Leisure and Amenities Committee, 23 March 2021

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

L 5109 ***RESOLVED: that the quotation from idverde to supply and plant hedging along the Horley Bowling Club boundary for the sum of £564 plus VAT be ratified.***

L 5110 Outside Bodies - Horley RBL Committee Meetings

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

RESOLVED: noted.

L 5111 Future Remembrance Parades in Horley

Members were pleased to learn that Cllr James Baker (HTC & RBBC Cllr) had been appointed by RBBC to liaise with the Horley RBL Committee regarding the holding of the Horley Remembrance Parade in 2021. James was attending a meeting of the Horley RBL Committee this evening, along with Cllr Samantha Marshall, so both had recorded apologies for this evening's Leisure Committee meeting. Further updates were expected soon.

RESOLVED: noted.

Horley Churchyards

L 5112 Members were updated on the recent meeting of the Churchyards Committee, minutes of which are appended. It was noted that concerns had been raised about a fall in the standard of grounds maintenance being provided by idverde in the New Churchyard. This was being monitored by the Church. It was noted that the next meeting of the Churchyards Committee was scheduled to take place on 29 September at St Bart's Church.

RESOLVED: noted.

L 5113 Members were advised that the Members' Annual Tour of both the Old and New Churchyards was due to take place on Monday 13 September, meeting at the gates of the New Churchyard at 6.00 pm.

RESOLVED: noted.

L 5114 Grounds Maintenance Update

In response to a question from Cllr Powell, the Head of Leisure advised that, whilst idverde had started to use some battery powered items on the HTC Contract, these had recently been stolen and were the subject of an insurance claim. The idverde Regional Operations Director had confirmed that additional battery items were due to be purchased in the next financial year.

RESOLVED: noted.

L 5115 Members Routine Inspections of Recreation Grounds

RESOLVED: that the following inspection regime be approved:

Bay Close Open Space – Cllr Samantha Marshall

Church Meadows – Cllr Avery

Court Lodge Fields & Riverside Walk – Cllr George

Emlyn Meadows – Cllr Stimpson

Horley Rec – Cllr Simon Marshall

Michael Crescent – Cllr Avery

**L 5115) *Riverside Garden Park – Cllr Stimpson
Yattendon Road Rec – Cllr Beech***

Playgrounds and Grounds Inspections and Repairs

L 5116 *RESOLVED: that receipt be noted of routine inspection reports from Bennetts.*

L 5117 Members were updated on recent repairs carried out by Bennetts.

RESOLVED: noted.

L 5118 *RESOLVED: that the purchase of replacement entry/exit gates for the Horley Rec Playground (Premier Steelway Self Closing Pedestrian Gates) in the sum of £2,148 plus VAT (including Installation) be ratified.*

L 5119 *“Skate Jam”, Horley Recreation Ground Skate Park, Saturday 23 October 2021*

The Head of Leisure confirmed that the Team Rubicon “Skate Jam” would start at 12 noon on 23 October, there would be two hours free coaching, followed by a free to enter fun competition. The cost of £600 had been approved at a previous Council meeting.

RESOLVED: noted.

L 5120 *Cancellation of Open-Air Cinema, Horley Recreation Ground*

The Head of Leisure advised that the Open-Air Cinema Company was currently in the process of being sold and unfortunately the event planned for 14 August had now been cancelled.

RESOLVED: noted.

L 5121 *Funfair Visit in October, Horley Recreation Ground*

RESOLVED: that Jimmy Beach be permitted to bring his funfair to the park in October, the funfair to be open from Friday 8 October until Sunday 17 October.

L 5122 *Children’s Summer Holiday Activities in Horley*

The Head of Leisure explained that Reigate & Banstead would be running a number of sports activities in Horley, at both the Horley Leisure Centre and Horley Recreation Ground during the school Summer Holidays. Some activities, such as the Community Games and the Play Ranger Project were free and other paid for activities would also be available. Full details were available on the RBBC website and there were links from the HTC website.

RESOLVED: noted.

Tennis Courts, Horley Recreation Ground

L 5123 As discussed earlier, Trevor May Contractors had now painted the Pickleball Lines on one of the tennis courts for the previously agreed sum of £276 plus VAT.

RESOLVED: noted.

- L 5124** Members received an update on the “Tennis in the Park, which had been running on a Sunday during school term times. The Horley Lawn Tennis Club Lead Coach had advised that the sessions would moving to Saturday afternoons and would be re-starting on Saturday 11 September at 3.00 pm.

RESOLVED: that a new banner be purchased for the tennis courts fencing, to be supplied and fitted by PLG Signs in the sum of £65 plus VAT.

- L 5125** Members were pleased to hear how successful the tennis sessions had been and recorded their thanks for the hard work of the Tennis Club coaches. The Head of Leisure explained that, to date the activity had been funded by the Lawn Tennis Club at a total annual cost of £3,000. This funding was to continue until April 2022. Beyond that the Club would need to find other funding streams.

RESOLVED: that the Horley Lawn Tennis Club provide the Town Council with possible funding proposals, for the Town Council’s consideration when planning 2022/2023 budgets.

Café in the Park, Horley Recreation Ground

- L 5126** The Town Clerk told members that the café operators were delighted with the booming trade at the Café! Most snagging issues had now been completed and the operators had been informed that HTC would be unable to fund the provision of a container for their storage. Agreement had been reached with the operators regarding the payment of utilities bills. The Head of Leisure added that there had been excellent liaison between the café operators and Beach’s Funfair during their recent visit to the park.

RESOLVED: noted.

- L 5127** The Town Clerk told members that it was now planned to hold the Grand opening of the Café, combined with the opening of the tennis courts and presentation of two Town Awards, on Saturday 11 September. Full details would be sent out very soon.

RESOLVED: noted.

Replacement Litter Bins at Court Lodge Fields

- L 5128** **RESOLVED: that the purchase of two Earth Anchors Sentinel bins (one to replace a damaged bin in the playground and one for the car park area), in the sums of £488 and £525 each (plus VAT) be ratified.**

- L 5129** The Head of Leisure went on to clarify that the current bin in the car park area was of an open design, so allowed rubbish to be removed by foxes, crows etc. This was to be replaced with a covered bin and the existing bin moved elsewhere in the park to replace one that had been damaged.

RESOLVED: noted.

- L 5130** **Funfair at Court Lodge Fields**

The Head of Leisure told members that the current visit to Horley by Extreme Fun was now underway. There had been no issues to date and the funfair would be

L 5130) open until Sunday 5 September.

RESOLVED: noted.

Possible Catering Facility at Court Lodge Fields

L 5131 The Head of Leisure advised members that a local resident had approached the Town Council with a proposal to provide a small catering facility at Court Lodge Fields. This was described by the resident as a start-up business, she planned to purchase a trailer that she proposed to leave at Court Lodge on the grassed area behind the car park on a semi-permanent basis. She also planned to obtain the necessary Hygiene qualifications and Trading Licence. Members discussed the matter at some length, they did not think it would be possible for any trailer to be left at Court Lodge Fields overnight, due to the likelihood of it being vandalised, also any trailer would need to operate on a hardstanding, as the grassed area would get very muddy during the winter months.

RESOLVED: noted.

L 5132 After further discussion members came to the conclusion that the provision of a catering facility on a trial basis at Court Lodge was worth exploring. The Town Clerk told members that other local operators needed to be made aware of this possibility, before any final decision being taken. Members resolved the following:

RESOLVED:

- i) that the local resident already in contact with the Town Council be invited to re-submit her Business Plan, taking into account members' views that any offer to a local business would be on a trial basis initially, with no equipment being left on site overnight.**
- ii) that other local operators be given the opportunity to express an interest in providing this trial facility at Court Lodge.**
- iii) that the matter be considered in more detail at a future Council Meeting.**

L 5133 Electrical Cabinet at Emlyn Meadows

The Head of Leisure advised members that local residents living close to Emlyn meadows had advised her that a mysterious electrical cabinet had been sited at Emlyn Meadows, not far from the Burstow Stream. After lengthy investigations, a local Catchment Officer at the Environment Agency had explained that Urban Pollution Management (UPM) Studies were being carried out for Thames Water, looking at the water quality of the River Mole and Burstow Stream. The monitors (electrical cabinets) were likely to be in place for a further two months before being removed.

RESOLVED: noted.

Allotments in Horley

L 5134 Members were advised that a significant water bill (£4,626.96) had been received for the Langshott Allotments, covering most of the water used at the site since it was established in 2014. The Head of Leisure explained that the account had been set up incorrectly as a domestic account and the Responsible Financial Officer (RFO) had been seeking to resolve the matter for several years. A Payment Plan

L 5134) had now been put in place and £100 per month was to be paid by HTC until May 2025. Thanks were recorded to the RFO for her diligent efforts.

RESOLVED: that the Payment Plan be noted, the payment requirement to be included in future HTC budgets.

L 5135 The Head of Leisure reported that Mark, the recently appointed Steward at the Church Road Allotments was providing an excellent service for HTC. He had taken over the cutting of the grassed areas within the site and was regularly offering help and support to new and existing plot holders. Mark had also suggested that new tenants be offered a half plot to start with, something that members agreed would be beneficial for the site.

RESOLVED: that thanks be recorded for the diligent work carried by Site Steward Mark at the Church Road Allotment site.

L 5136 The Head of Leisure told members that a small group of allotment holders at the Langshott Site had set themselves up as the Langshott Allotments Tenants Association (LATA). The Group was organising get-togethers once a week, to enable tenants to get to know one another. Through donations they had taken over the tenancy of a very run-down plot at half the standard rent and they planned to set this up as a Co-operative Plot, raising seedlings that could be shared, sharing tools and making bulk purchases to reduce costs. Members wished the Group every success with their plans.

RESOLVED: noted.

L 5137 **Horley Conservation Group (HCG)**

The Head of Leisure told members that the regular HCG tasks were now up and running again, led by GGP Officer, Kevin Lerwill. Updates from the Group were featuring in the HTC monthly newsletters.

RESOLVED: noted.

Gatwick Greenspace Partnership (GGP)

L 5138 It was noted that the regular GGP Volunteer Tasks were also up and running again, with a significant number taking place within Horley.

RESOLVED: noted.

L 5139 **RESOLVED: that payment of £2,033 to the Sussex Wildlife Trust, being the Town Council's contribution to the Gatwick Greenspace Partnership for 2021-2022 be approved.**

Other Environment Matters

L 5140 **RESOLVED: that information about the Woodland Trust's "Plant a Tree for the Jubilee" be made available to local groups and schools.**

L 5141 **RESOLVED: that the purchase of litter pickers in the sum of £62.46 plus VAT, for use by local litter picking groups be approved.**

L 5142 Horley Open Spaces Advisory Committee (HOSAC)

It was noted that an in-person meeting of the HOSAC was subsequently arranged to take place on 20 September 2021 at 6.00 pm.

RESOLVED: noted.

Horley in Bloom and Horley in Pictures 2021 Competitions

L 5143 It was noted that the judging of the Horley in Bloom Gardening Categories had taken place the previous day. Thanks were recorded to the judges, Cllrs Simon Marshall, Helen Kitajewski & Mike George and Environment Committee member Richard. The Head of Leisure added that the judging of the allotments was to take place the following week.

RESOLVED: noted.

L 5144 The Head of Leisure advised that the Horley in Pictures competition would be open for entries until late-August.

RESOLVED: noted.

L 5145 It was noted that it was hoped to hold an in-person HIB Awards Ceremony in early October, possibly at the Albert Rooms, depending on numbers likely to attend.

RESOLVED: noted.

L 5146 The Welcome Back Fund (WBF) – Permanent Planters for Horley

The Head of Leisure reported receipt of information from the RBBC Economic Prosperity Officer, advising that the purchase of permanent planters in Horley had been approved as part of the Reigate & Banstead WBF activity, subject to certain criteria being met. The funds only covered purchasing and HTC would be required to maintain the planters. The Head of Leisure advised members that she had learned from past experience that permanent planters were only successful if the requisite costs of maintenance and re-planting were included in future budgets. The Head of Leisure added that she had been in contact with Amethyst Horticulture, the provider of the HTC Summer Planters and Baskets, seeking information about permanent planters that Amethyst might be able to supply.

RESOLVED: that a decision about the planters be taken at the September Full Council meeting, once further information has been received from Amethyst, the RBBC Economic Prosperity Officer to be informed accordingly.

L 5147 Horley Little Library

Members reaffirmed their wish to site the Little Library inside the Park Café, subject to the agreement of the operators.

RESOLVED: noted.

(Afternote: the café operators subsequently confirmed that they would be happy to house the Little Library, once the Covid situation was improving.)

L 5148 Future Parks Projects

The Head of Leisure reported that she had recently received a number of emails from local residents, expressing disappointment at the lack of new equipment in the Horley Rec Playground in recent years. It had been explained to the residents that the Town Council had recently spent over £40,000 resurfacing the playground and re-positioning equipment to alleviate flooding issues, however these were not things residents noticed longer term. Questions had also been raised about the provision of play equipment at Horley Rec that was more inclusive. The Head of Leisure explained that a basket swing had been provided at Court Lodge, which was inclusive to all children, as well as a fully inclusive roundabout, which was level with the ground. She suggested that members may wish to consider providing similar items in the Horley Rec Playground. She added that the provision of fitness equipment at Court Lodge Fields may be something else members may wish to consider, as these items were very popular at Horley Rec. Cllr George stressed that enhancements to the Michael Crescent Playground should not be forgotten as the provision of stimulating challenging new play equipment was very important in this area of the town.

RESOLVED: that discussions about future projects remain ongoing.

L 5149 Letters Received

It was noted that “Love Parks Week” was currently being promoted on the HTC website.

RESOLVED: noted.

L 5150 Diary Dates

Future events were noted, including the Circus Wonderland visit from 8 – 12 September and the Grand Café Opening on 11 September.

Meeting closed at 9.06pm. Date of next meeting – 5 October 2021

Minutes of the Virtual Churchyard Committee Meeting 30/06/21

Present: Rev Les Wells (Chair) Sue Middleton (sec), Thiru Jesudason, Michael Gardner, Roy Page, Michael George (Cllr) Carol Fenton (Deputy Town Clerk)

David Henry - Contracts Manager idverde.

Dorothy Lupinda SPA attending as observer

Apologies: Michael Hill, David Powell

Absent: Roger Kidd, James Baker

- 1) **Prayer** – The meeting opened with a prayer by Rev Les Wells
- 2) **Les** –Then invited everyone to introduce themselves.
- 3) **Matters of maintenance of the Churchyards:**

New Churchyard - David Henry was welcomed.

Sue Middleton (PA to the clergy) Reported that she had received two complaints from the public re the appearance of the new churchyard, with the overgrown grass.

Michael Gardner – Then reported that the main cut over the graves due as per agreed schedule in Mid April did not happen till early May. The second cut due in early June had still not been done

David Henry – Apologised. Said their computers were corrupted by a malicious virus, but now their systems were back in place. Added to that was staff sickness & the unprecedented growth of grass which has affected all areas. He said a cut was scheduled this week.

Thiru Jesudason – Explained in the previous year when the cutting schedule was adhered to there was not been a single complaint.

Action – Thiru to forward a copy of the Grass & Hedge maintenance schedule to David. Thiru to also to remind David that we needed notice when they would be cutting the hedge on Church Road, as we had to put notices on the windscreens of the cars parked there.(Note from previous meeting)

Old Churchyard – (Michael Hill had sent apologies for the meeting)

Michael Hill has sent an email, after the meeting covering the matters pertaining to the Old Churchyard raised in the Agenda though he could not be present

Tree Survey is now due in 2021. He explained this will take place at the end of July.

- a) **Re the complaint of the overgrown hedge** on the A23, he said they would be carrying out a bird nesting survey the following week, & provided there were no nesting birds they would schedule a cut
- b) **Re -the grass on the adjoining verge** – He said the Highway team would be in the area in the week commencing 12/07/21 & would cut the verge.
- c) **Re Monument safety** – He said it was currently with the RBBC Health & Safety officer.
- d) **Trees 1745 & 1749** – recommendations that these be felled will be carried out within six months as previously stated in March 2021

4) **The minutes of the previous meeting**

Passed as correct

- 5) **Matters arising**
- a) **County care volunteers** – Carol reported that James baker was busy because he was under staffed due to staff sickness.
- 6) **Grant application – to cover costs of Tree condition survey of New Churchyard** -Roy reported he had rung the grant provider, & he was told a decision should be made by end July, & Rev Les, as the applicant on the form, would be notified.
- 7) **Work done in the New churchyard by Volunteers**
Michael Gardner reported that when he & the volunteers had cut back the Bramble, they had exposed 6 headstones.
- 8) **The Ashes area**
There was a complaint on face book-
Rev Les – Said he had met with the complainant & James Baker & explained to him that it was volunteers who kept the place tidy. Though the council gave a sizeable grant the church had to top it up plus bear the cost of any tree work that was needed.
Sue Middleton – said there were two recent baby plots with a lot of stuff. One of the mums was aware they would need to come off. But as it is very early in the grieving process, we needed to give her time.
Les – also said when the rest of the ashes plot was strimmed the plastic pots & flowers get blown off, making the place look untidy.
- 9) **Any other business – Thiru** raised the matter that as our contract with idverde ends in March 2022, we should be thinking of tendering for the year beginning 2022. **Les** – suggested – we look into this.
Carol Fenton – reported after the meeting that the Council contract with idverde runs till December 2023. She also said they had had no complaints re their work.
Carol Fenton – also reminded, that our problems with Countrywide rose when they lost their contract with the council. They then did not have sufficient manpower when their income fell.
Michael Gardner – cautioned, that we should ensure any firm we engage had sufficient manpower to do the work effectively.
- 10) **Date of next meeting** – Wednesday 29th September – At St Bart's
- 11) **Date for Churchyard Walk** – Monday 13th September at 6pm. To meet at the gates to the New Churchyard.