

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 4 July 2023 at 7.30 pm

Present	Cllrs	Hannah Avery	Lynne Burnham	Samantha Marshall
		Jante Baird	Emma Fagan**	Martin Saunders
		James Baker	Cec Hughes	Tom Turner
		Jordan Beech*	Robert Marr	Steve Wotton*

* Absent

**In Attendance Remotely

In Attendance Cllr Mike George
Joan Walsh (Town Clerk)
Helen Maan (Leisure & Facilities Officer)

L 5380 Appointment of Committee Chairman (Cllr Martin Saunders in the Chair)

Cllr Jante Baird proposed, and Cllr Hannah Avery seconded that Cllr Samantha Marshall be nominated as Chairman of the Leisure Committee. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Leisure Committee Chairman for the Municipal Year 2023/24.

L 5381 Appointment of Committee Vice-Chairman

Cllr Hannah Avery proposed, and Cllr Robert Marr seconded that Cllr Jante Baird be nominated as Vice Chairman of the Leisure Committee. There were no further nominations for the post.

RESOLVED: that Cllr Jante Baird be elected Leisure Committee Vice-Chairman for the Municipal Year 2023/24.

L 5382 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Beech, Fagan and Wotton be accepted.

L 5383 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were raised.

RESOLVED: noted.

Public Forum

L 5384 Langshott Allotments Request

A Bee Keeping application at Langshott Allotments was presented to the committee by two existing tenants and a member of the Langshott Tenants Association (LATA) was also in attendance. The applicants provided an overview of their request with a reference to a detailed presentation for the introduction of 2-3 beehives at the site in the spring of 2024, using an area on unused land at the back right of the turning area on Langshott allotments (numbered 47 and 48). Alternative positioning of the hives would also be considered, at the council's discretion and only one of them would be occupied, with others to be used to assist with swarming. Additionally, screens would be placed in front of them to encourage bees to fly higher when leaving the hive. There would be hive inspections under the direction of Reigate Beekeepers Association with frequent visits maintained.

The applicants further advised that they had recently completed a 10-week bee keeping course by Reigate Beekeepers Association with continued practical training sessions

arranged at the RBKA apiary near Dorking to run for the rest of the year. This would apparently result in them having more than one year's experience of bee keeping and guided by experts. The key benefits of bees to the environment as pollinators were further explained as well as ongoing threats to bee populations.

The Chairman thanked the speakers for their presentation and a number of questions were raised from Members to gather more information. The committee acknowledged the many benefits of bee keeping and received assurance that security and safety measures had been taken into account with the application, since the site was considered secure and signage would also be placed by the beekeepers to warn of potential danger and to mitigate risk.

The Town Clerk added that the council would need to follow set guidelines to be able to consider the application and further enquiries would need to be made. This included a poll to be undertaken with all plot holders and surrounding properties. Additionally, evidence of public liability insurance would also be required. The council was amenable to the applicants sharing their proposal with other tenants at this stage, whilst making it clear that HTC would only be in a position to make a final decision once the poll had been carried out and views from all respondents were considered. The matter would therefore be deferred until the next committee meeting and the applicants would be kept informed.

L 5385 ***RESOLVED: that that request for approval to introduce 2-3 beehives at Langshott Allotments be deferred to allow further enquiries by the Town Council to be made, including a poll with all existing tenants and surrounding properties for their views.***

L 5386 **Approval of Minutes - Leisure and Amenities Committee, held on 25 April 2023**

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

Leisure Updates

L 5387 The Leisure Officer reported that an additional set of pickleball lines had been added to one of tennis courts with financial support from the Horley Lions Club, after the sports club had lodged an application.

RESOLVED: that a letter of thanks be sent from Horley Town Council to the Horley Lions Club for supporting the request for community benefit.

L 5388 **Horley Churchyards**

The next meeting would be held on 5 July 2023. No other updates were received.

RESOLVED: noted.

L 5389 **HTC Grounds Maintenance and Security**

The Town Clerk reported that meetings had taken place with the Grounds Maintenance contractor in light of significantly reduced service levels at all council sites over recent weeks and Cllr Saunders and Cllr George were also in attendance on occasions. The issues primarily related to grass cutting and litter/glass clearance which the contractor explained was due to reduced staffing levels and this had led to widespread operational difficulties for the company. Having heard the Town Council's concerns, a firm assurance was made that all works would be restored to acceptable levels forthwith to avoid any further action being taken. Since then, a notable improvement had become evident but there remained some issues with litter clearance and this would be kept closely monitored.

RESOLVED: noted.

L 5390 **Drainage measures at pathway by play area at Horley Recreation Ground**

The Leisure Officer updated Members on various site visits which had taken place with drainage experts to find a suitable drainage solution to eliminate surface water on the pathway by the playground. Having rejected the installation of a soakaway due to the size and size and proximity with no guarantee of success, Members were of the view that an alternative solution to raise the ground levels on areas where the water pools and replace the path with a porous surface seemed more plausible and cost effective. The matter would therefore be followed up with comparable quotes sought for further consideration.

RESOLVED: that comparable quotes for a drainage solution by the access pathway to the play area at Horley Recreation Ground be acquired for consideration at the next Committee meeting.

L 5391 **Community art project, Horley Recreation Ground skatepark, to eliminate offensive graffiti**

RESOLVED: that Cllr Saunders takes forward a community artwork project at Horley Recreation Ground skatepark and provides an update with suggestions at the next Committee meeting.

L 5392 **Members' inspections of Recreation Grounds**

The Committee was asked to consider resuming routine inspections of parks and open spaces for the current municipal year. The matter was given support and any issues of concern would be reported to the HTC office to follow up as necessary.

RESOLVED: that the following arrangements for Members' inspection of Town Council parks and open spaces be resumed with immediate effect:

Michael Crescent: Cllr Michael Blacker; Cllr Cec Hughes

Court Lodge Fields: Cllr Mike George

Horley Recreation Ground: Cllr Cec Hughes

Emlyn Meadows: Cllr Samantha Marshall

Church Meadows: Cllr James Baker

L 5393 **Seating Horley Recreation Ground skatepark**

The Leisure Officer reported a recent request from a member of the public to increase seating at the skatepark since there was only one bench in place at the present time. Noting that increased outdoor furniture at the Town Council's parks and open spaces had been included in HTC's five-year Town Plan, it was agreed to grant the request up to an amount not exceeding £500 plus VAT.

RESOLVED: that expenditure for the purchase of an additional bench at Horley Recreation Ground skatepark, up to an amount not exceeding £500 plus VAT, including installation costs, be approved.

L 5394 **Proposal to install bicycle parking rack at Horley Recreation Ground**

Cllr Martin Saunders proposed that a bicycle parking rack be installed at the Recreation Ground to facilitate cyclists frequenting the park and café. The Leisure Officer advised that the cost of equipment and installation charge was estimated at £1,300 in total. Members were unanimous in their support of the proposal and further agreed for the expenditure to be covered from the Leisure Earmarked Fund.

RESOLVED: that expenditure to purchase and install a bicycle parking rack at Horley Recreation Ground from the Leisure Earmarked Fund, be approved and for the total cost (not exceeding £1,300) to be ratified at the next Committee meeting.

L 5395 **Horley Carnival Updates: 17 June 2023**

Cllr Mike George reported that the event was very successful and approaching visitor attendance to pre-covid times with high numbers. The date for Horley Carnival next year had been set for **Saturday 15 June 2024**. Cllr George extended a note of thanks to the Carnival Committee and all volunteers which had been published on the [Town Council website](#).

RESOLVED: noted.

L 5396 Horley in Bloom (HIB) and Photographic Competitions 2023: To receive an update from the HIB Working Group following recent meetings.

Cllr Mike George reported that the gardening element of the competition had been judged and remarked that the number of entrants was quite low. The Committee would be looking at new ways to promote the competition moving forward.

RESOLVED: noted

L 5397 To receive an update on any other matters.

The Leisure Officer reported that the Circus has rebooked their event this year from 10-17 September and the Horley Lions Bonfire & Fireworks display had been confirmed for 4 November. Other upcoming events were available to view on the [HTC website](#).

RESOLVED: noted.

L 5398 'Tennis for Free' initiative

The Leisure Officer reported that the tennis coaching was nearly ready to start with final confirmation and website updates awaited from the Lawn Tennis Association.

RESOLVED: noted.

L 5399 RESOLVED: that the appointment of Bennetts Builders Ltd, to carry out park inspections and routine maintenance 2023/24 at all Town Council sites, be approved.

L 5400 HTC Playgrounds & Grounds Inspections and Repairs: To receive the latest inspection reports and updates on repairs from the parks' contractor.

The Leisure Officer gave a summary of the latest inspection reports and updates on repairs received from the parks' contractor. The clearance of smashed glass around Horley Recreation Ground was on the increase and the situation would be kept monitored.

RESOLVED: noted.

L 5401 RESOLVED: that expenditure for replacement swing seats, chains and shackles at Horley Recreation Ground and Michael Crescent Centenary Park, in the total sum of £1,709 plus VAT, be ratified.

L 5402 Allotments in Horley

The Leisure Officer reported that plot numbering project for both allotment sites had been completed. There were also several allotment inspections undertaken and warning letters had been sent to plot holders whose allotments were not meeting the required standards. It was also noted how helpful the Langshott Allotment Tenants Association (LATA) had been in helping to clear vacated plots and generally helping new plot holders. A note of thanks was further extended to LATA by the Leisure Committee.

RESOLVED: noted.

L 5403 HTC 3-Year Tree Survey

The 3-Year Tree Survey was summarised by the Town Clerk in a briefing report, previously circulated, along with recommendations to appoint a contractor from the three bids received. The survey and appointment of contractor to carry out the remedial works had

been conducted in line with the Town Council's governance procedures and financial regulations. Having considered the officer recommendations, the Committee unanimously agreed to appoint contractor C to carry out the works.

RESOLVED: that the quote from Contractor C and appointment to carry out the remedial tree works as identified in the HTC 3-Year Tree Survey, in the total sum of £7,670 plus VAT, be approved.

L 5404 Outside Bodies

Horley Open Spaces Advisory Committee (HOSAC)

The Committee was asked if they wished to reconvene meetings of HOSAC which were suspended some time ago. Noting that topics of interest had bordered the environment and conservation, the Committee were of the view that group objectives would now be a better fit with the HTC Environment Sub-Committee (ESC) of councillors and non-councillors. As such, former HOSAC members could be co-opted to the ESC in due course.

RESOLVED: that the former Horley Open Spaces Advisory Committee (HOSAC) be disestablished with immediate effect and co-option of former non-councillors to the HTC Environment Sub-Committee (ESC) be considered at some future stage.

L 5405 Grounds Maintenance Contract Renewal

For the benefit of new Members, the Town Clerk gave a brief overview of the Grounds Maintenance Contract renewal, effective from 1 January 2024. HTC would be embarking on a formal tender on Contracts Finder which would be offered for 2 years with a possible further 2-year extension. The project management arrangements had reached the pre-qualification stage, to determine eligibility of interested contractors. Companies shortlisted would be invited to participate in the full tender and it was aimed to award the contract in the autumn. The Committee would be kept fully informed throughout the process.

RESOLVED: noted.

L 5406 Communications Received

From	Subject	Action / Comments
Resident	Allotment Tenancy – annual charges.	Noted and reply sent.
Community Group	Land Hire Request: Horley Recreation Ground for a community event.	Under consideration, subject to full application and booking requirements being met.

RESOLVED: noted.

L 5407 Diary Dates

**HTC Bus Tour, 5 July 2023
Memorial Bench unveiling, 15 July 2023
Full Council Meeting, 25 July 2023**

RESOLVED: noted.

L 5408 Items for Future Consideration

Future of the Horley in Bloom Competition

Installation of an accessible defibrillator at 'The Innes' Sports Pavilion, Court Lodge.

Changes to Skatepark, Horley Recreation Ground.

RESOLVED: noted.

Meeting closed at 21:29 hrs

Date of next Meeting: 17 October 2023