

HORLEY TOWN COUNCIL

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AGENDA

LEISURE & AMENITIES COMMITTEE

Date / Time: Tuesday, 23 April 2024 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 23 April 2024, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, 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 question or comment is submitted in writing which shall be answered in due course.



To: Members of the Leisure & Amenities Committee:
Cllrs Hannah Avery, Jante Baird, James Baker, Jordan Beech, Lynne Burnham, Emma Fagan, Cec Hughes, Robert Marr, Samantha Marshall, Martin Saunders, Tom Turner, Steve Wotton



HORLEY TOWN COUNCIL **Leisure & Amenities Committee**

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley
on Tuesday, 23 April 2024, 7.30 pm

**All correspondence and papers referred to in the public part of the agenda are available to view
in the Town Council Offices during normal office hours or on the website**

A G E N D A

1 Apologies and Reasons for Absence

To receive apologies and reasons for absence with officer recommendation for acceptance.

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 and press are invited to put questions or draw relevant matters to the Council's attention. Each speaker may address the committee once only, for five minutes maximum, on a business item on the agenda, at the discretion of the Chairman. If the number of speakers is likely to unreasonably delay the disposal of business to be transacted, the Chairman may direct that the individual submits a question or comment in writing which shall be answered in due course.

4 Approval of Minutes

Leisure & Amenities Committee, meeting held on 23 January 2024

5 Leisure Updates

Leisure & Amenities Committee, meeting held on 23 January 2024.

6 Horley Churchyards

To receive an update on recent meetings and other matters.

7 HTC Grounds Maintenance and Security

- i) To receive updates on recent meetings held with the Town Council's Ground Maintenance Contractor and to note any issues arising.
- ii) Drainage measures, Horley Recreation Ground - To receive a further update on investigations to resolve flooding on the access pathway by the playground and to agree the way forward.
- iii) Members' inspections of Recreation Grounds - To receive an update.
- iv) To receive an update on any other matters.

8 Community Events in Horley

- i) **Horley in Bloom (HIB) and Photographic Competitions 2024:** To receive an update from the HIB committee on the preparations for the for the competitions.
- ii) To ratify the permission given to the request from Horley Carnival Committee for the Tennis Courts to be used exclusively for archery sessions on Carnival Day 15th June 2024.
- iii) To receive an update on any other matters.

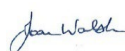
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To: Members of the Leisure & Amenities Committee:

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

- 9 Use of HTC Community Buildings, Parks and Outdoor Spaces**
- i) To ratify the installation of a defibrillator outside Innes Pavilion, funding will be covered by a grant approved by Cllr Andy Lynch from the Your Fund Surrey Small Community Fund.
 - ii) To consider a request from Horley Town Football Academy to use the Court Lodge Pitches for mid- week training.
 - iii) To receive any updates on any other matter
- 10 Compliance & Regulatory**
- i) **HTC Playgrounds & Grounds Inspections and Repairs:** To receive the latest inspection reports and updates on repairs from the parks' contractors.
 - ii) To receive an update on any other matters.
- 11 Michael Crescent Playground Upgrade (CILSIP2 scheme)**
To receive an update on the project and installation, management and timescales.
- 12 Drainage Works to Horley Recreation Ground Carpark**
To approve the expenditure of £2,426.78 plus vat for works to re-channel drainage runoff from the car park.
- 13 Tree Works**
To ratify extra tree works for the sum of £900 to the rear of the Church Road Allotments.
- 14 Boom Tennis use of Horley Recreation Ground Tennis Courts**
To ratify the approval for Boom Tennis to use the tennis courts for low cost tennis coaching on pre-approved dates.
- 15 Biodiversity Surveys**
To ratify the responses given to the SALC survey.
- 16 Outside Bodies**
To receive any updates from Town Council representatives on the following Outside Bodies:
- i) Gatwick Greenspace Partnership (GGP)
 - ii) Horley Conservation Group (HCG)
- 17 Communications Received**
- 18 Diary Dates**
- 19 Items for Future Consideration:** To note any urgent business for inclusion on future agenda.
- 20 Press Release:** To agree items for inclusion.

Date of next meeting: 2 July 2024



Signed: Town Clerk

Dated: 18 April 2024

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 23 January 2024 at 7.30pm

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 5432 Apologies and Reasons for Absence

RESOLVED that the apologies of Cllrs Beech, Burnham and Marr be accepted.

L 5433 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were made.

RESOLVED: noted.

L 5434 Approval of Minutes - Leisure and Amenities Committee, held on 23 October 2023

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

L 5435 Leisure Updates

L 5418 Skatepark Community Action Artwork Event:

It was noted that the matter was still under review and there was no further update from Cllr Saunders at the present time.

L 5429 Request from Hevers Avenue residents to reduce canopy spread of some trees at Horley Recreation Ground:

The Leisure Officer reported that she was following up on the matter with the Town Council's tree contractor and would keep the residents updated.

RESOLVED: noted.

L 5436 Horley Churchyards

Cllr George advised that the next meeting would be held on 24 January and further updates would be provided in due course.

RESOLVED: noted.

L 5437 HTC Grounds Maintenance and Security

The Chairman and Leisure Officer gave an update on recent meetings held with the Grounds Maintenance Contractors, noting they had been very productive and there were no issues of concern to report. The contractor did point out that erection of the Town Centre Christmas Tree had been difficult and an alternative solution would need required this year.

RESOLVED: noted.

L 5438 The Leisure Officer gave an informative update on possible drainage measures to alleviate flooding on the access pathway by the playground at Horley Recreation Ground. She reported that a procurement advert been placed on Contract Finder for possible drainage solutions to consider along with some quotations. There had been a positive response to this from interested contractors, offering differing solutions at varying costs which were under review and a further update would be provided in due course.

RESOLVED: noted.

L 5439 **Members' Inspection of the Recreation Areas**

Cllr Hughes said she recently observed dog walkers using the Micheal Crescent Centenary Park and asked if this was permitted in a small open space. It was noted that from the review of the **Dogs Public Space Protection Orders (PSPOs)** in the autumn, RBBC had indicated that only play areas would be classified as 'dog exclusion zones' and this could therefore be interpreted as dogs off-lead in the park itself as being permitted, if supervised. The Town Clerk advised that this point had been taken up with the Dog Warden during the review and would be checked. Cllr Avery advised that she would enquire about the status of the orders to see if they have been implemented along with new dog controls. There were no other updates received.

RESOLVED: that the status of the RBBC Dogs Public Space Protection Orders (PSPOs) be reported at the meeting to advise if dogs off-lead is permissible if supervised at Michael Crescent Centenary Park along with new dog controls at smaller parks.

L 5440 **Horley in Bloom (HIB) and Photographic Competitions 2024**

Cllr George reported that a recent meeting had been held to discuss a variety of options to expand and rejuvenate the competitions and these were under review. The Town Clerk enquired if arrangements involving the Town Council would be confirmed with the Leisure Committee at their next meeting and this was agreed.

RESOLVED: that arrangements for Horley in Bloom (HIB) and Photographic Competitions 2024, setting out requirements from the Town Council, be agreed at the next Committee meeting.

Use of HTC Community Buildings, Parks and Outdoor Spaces

L 5441 The Leisure Officer reported that the Funfair operator had requested a longer stay for 3 weeks over Easter but this could not be granted in order to limit any negative impact of events to neighbouring residential properties. The operator was considering the 2-week timeslot originally offered.

RESOLVED: noted.

L5442 **Horley Carnival 2024**

Cllr George, in his capacity as Horley Carnival Chairman, advised that the event would have a medieval theme this year. He enquired if the Carnival Committee could be given exclusive use of the tennis courts from the evening of Friday, 14 June and all of the day on Saturday, 15 June (until closure of the Carnival). This would be to allow for an archery display and taster session to take place in a safe environment and for the organisation to carry out appropriate risk assessments beforehand. Members gave their consent to the arrangements and it was decided that public notices would be placed at the courts in advance along with social media posts made available for public information. The Town Clerk advised that the request made for use of the tennis courts would need to be formally ratified at the next Committee meeting.

RESOLVED: noted.

L 5443 Annual Inspections of Playgrounds

The Leisure Officer reported that the annual inspections of playgrounds and parks equipment at all sites was due to be carried out in February 2024. She would provide a further update once the assessments had been completed and reports from the play inspection company were received.

RESOLVED: noted.

L 5444 Allotments in Horley

The Leisure Officer gave an update on the progress of the resurfacing projects at both sites which was nearing completion. She further advised that invoices for the annual rent at Church Road would be sent out at the end of January.

RESOLVED: noted

L 5445 Seasonal Planting – Horley West

The Leisure Officer reported that SCC Cllr Andy Lynch had kindly provided the sum of £2,379 from the YFS Small Community Projects fund towards summer planters at Court Lodge, Horley Row and Lee Street. A note of thanks to Cllr Lynch for supporting the project for another year was recorded.

RESOLVED: noted.

L 5446 Seasonal Planting – Town Centre

The Leisure Officer updated Members on expenditure required for the summer planters and hanging baskets in Horley Town Centre, from the quotes received (and within budget) and advised that appropriate licences would be acquired from the County Council.

RESOLVED: that that quotations from Amethyst Horticulture to provide hanging baskets and summer planters in Horley Town Centre (including those funded by Cllr Lynch), up to an amount not exceeding £8,000 plus VAT to cover supply costs and watering charges, be approved.

L 5447 Other Seasonal Planting

Members considered other options for seasonal planting and agreed that the wildflower scheme, introduced by the council in 2023, should be repeated. It was decided that, based on the outcomes of last year, that successfully seeded areas at Church Meadows and the Memorial Gardens be redone and increased along Horley Recreation Ground (along A23) and other possible locations considered, but not at Emlyn Meadow bunds as wildflowers had not grown there previously. The matter would be followed up by the Leisure Officer.

RESOLVED: that the wildflower scheme at Town Council sites be repeated in 2024 and expanded at Horley Recreation Ground (A23) along with other possible sites followed up and progress reported at the next Committee meeting.

Outside Bodies

L 5448 A report from Cllr George concerning Gatwick Greenspace Partnership (GGP) was received, noting that a recent meeting had taken place with Salfords & Sidlow Parish Council to explore the possibility of a funding partnership with GGP, alongside the Town and Borough Councils. He added that Charlwood Parish Council had also indicated the possibility of considering the matter with their councillors.

RESOLVED: noted.

L 5449 The Chairman gave a report on the last Horley Conservation Group meeting held in the autumn (minutes subsequently circulated). The group had undertaken hedge planting in The Fieldings, details of which had already been shared on social media. The next meeting would take place on 13 May.

RESOLVED: noted

L 5450 Communications Received

From	Subject	Action/Comments
Horley Town Football Academy	Request to use Court Lodge Fields for training	Invite Representative to next Leisure Committee Meeting
Horley Tennis Club	Request to purchase part of Recreation Ground to build a Padel Court	Ask Tennis Club to submit more detailed proposals to the Town Plan Working Group.

RESOLVED: noted

L 5451 Diary Dates

Full Council Meeting: 30 January 2024

Horley Town Management Group: 6 February 2024

Remote SCC/RBBC/HTC Joint Council Meeting: 8 February 2024

RESOLVED: noted.

CONFIDENTIAL

L 5452 CIL SIP (2) 19: Infrastructure Improvements: Playground Upgrade, Michael Crescent Centenary

Following completion of the tender for the playground upgrade project, an update on the preliminary evaluation of the bids received, in consultation with the Committee Chair and Vice-Chair, was received.

RESOLVED: noted.

SCC Your Fund Surrey – Small Community Projects Scheme

CONFIDENTIAL

L 5453 Replacement of Playground Railings, Court Lodge (Ref: YF199)

Following the successful bid made by the Town Council through the scheme, the Officer Recommendation Reports for award of contractor to complete the project, was considered by the Committee.

RESOLVED: noted.

L 5454 Replacement of Playground Railings, Horley Recreation Ground (Ref: YF200)

Following the successful bid made by the Town Council through the scheme, the Officer Recommendation Reports for award of contractor to complete the project, was considered by the Committee.

RESOLVED: noted.

Meeting closed at 20.59 hrs

Date of next Meeting: 23 April 2024

Minutes of the Churchyard Committee Meeting 10/04/24

Present: Rev Les Wells (Chair) Thiru Jesudason, Michael Gardner, Roy Page,

Michael George (Cllr), Sue Middleton (PA to the Clergy), John Drew (asst, contracts manager Idverde), Neil Dunmall (foreman Idverde)

Apologies - James Baker (Cllr), Michael Hill (RBBC), Mark Taverner (contracts manager Idverde)

Matters of maintenance of the Churchyards

New Churchyard

Idverde – Both John Drew & Neil Dunmell reported, they had done the first cut for the year. They also confirmed, that whenever they could, they would cut the brambles back.

Wildflower seeds- Which they had offered, it was agreed it could be seeded over the large mound & the smaller mound, so it would not interfere with the grass cutting. Also that wildflowers encourage bees this would have a positive environmental impact.

Next year- They reported they could spread wildflower seeds along the rear border of the graveyard.

The reps from Idverde were thanked & they left the meeting.

Old Churchyard-

Michael Hill sent a report after the meeting

Grass cutting -1st Cut done on 25th March. 2nd due 17th June.

Other works

The wooden gate close to A23 was replaced.

Hedge cutting carried out as agreed

Tree survey will be updated this year.

Michael Gardner has, cut the front lawn before funerals. He also reported two trees in the front were growing tall & needed pollarding as they posed a threat in high winds.

Matters arising from previous minutes

- a) Painting of the gates to the New churchyard

Mike George reported that James Baker has this in hand & would complete it.

- b) Lychgate repairs – **Roy** reported, he has applied to the Edmonds fund, for a grant, but it had been missed at the last council meeting, but was assured would be heard soon.

- c) **Roy** reported to complete the application for a grant to the War Memorials trust that faculty was needed. **Thiru reported she would help Dirk with the application.**

d) Monument safety- Thiru quoted the legal advice that was received by Alan Jones in 2017 at the time of the handover of the Old churchyard. This stated, that the monuments were the responsibility of the owner of the grave, where they could not be found remained the church's responsibility.

Action – Thiru to forward copy of the legal advice.

Rev Les – to forward it to Luke Tatum DAC secretary for further guidance.

Any other business

The matter raised by the councillors of planting wild flower seeds was discussed.

Mike George – advised Helen Mann , could publicise , that wild flower seeds will be sown on the larger & smaller mounds at the edge of the churchyard. Next year wild flower seeds will be sown also along the rear boundary. This would attract bees & would be eco friendly.

Mike George – suggested it could go into the E Newsletter & the council website & into the social media outlets.

Action – Helen Mann to take this forward.

Date of next meeting – Wednesday 10th July 2024 at 2pm at St Bart's Church



Tennis for two quid at Horley Rec

6 x Saturdays from 4th May

Kids & Parents 9.00-9.45
Adults 10.00-11.30

£2 a session to get on court, get active and
meet new friends.

Sign up online at www.boomtennis.co.uk



Hello@boomtennis.co.uk
07950 802 770
boomtennis.co.uk

Let's have some hitting fun on Saturdays from 4th May onwards. Whatever your standard come down to Horley Rec for some tennis by clicking on the links; kids and parents: <https://goteamup.com/p/4257983-boom-tennis/courses/101995/> and adults: <https://goteamup.com/p/4257983-boom-tennis/courses/101996/>