

HORLEY TOWN COUNCIL

Joan Walsh
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AGENDA

LEISURE & AMENITIES COMMITTEE

Date / Time: Tuesday, 5 July 2022 at 7.30 pm

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

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL LEISURE & AMENITIES COMMITTEE** to be held on Tuesday, 5 July 2022, 7:30 pm, at the Albert Rooms (Edmonds Hall), 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, Andy Dye, Mike George, Jerry Hudson, Helen Kitajewski, Robert Marr, Samantha Marshall, Simon Marshall (Chairman), David Powell, Fiona Stimpson (Vice-Chairman)



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, 5 July 2022, 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.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Constitution**
To agree the terms of reference of the Leisure & Amenities Committee for the 2022/23 Municipal Year.
- 4 Public Forum**
- 5 Approval of Minutes**
Leisure & Amenities Committee held on 26 April 2022.
- 6 Leisure Updates**
- 7 Horley Churchyards**
To receive any updates.
- 8 HTC Grounds Maintenance & Security**
 - i)** To receive any updates on the Ground Maintenance Contract with idverde UK.
 - ii) Court Lodge Sports Pitches:** To ratify pitch maintenance expenditure, including top dressing, in the sum of £1,742.84 plus VAT.
 - iii)** To receive an update on any other matters.
- 9 HTC Leisure & Recreational Projects in the Community**
To consider upgrades and projects for future consideration.
- 10 Use of HTC Community Buildings, Parks and Outdoor Spaces**
 - i) 'Café In The Park', Horley Recreation Ground** - To receive an update following a meeting with the Tenant on general matters and Café opening hours.
 - ii) Tennis Coaching, Horley Recreation Ground** - To ratify temporary permission granted to an operator to provide tennis coaching and to consider the way forward after the expiry date on 21 July 2022.
 - iii)** To note further information received in regard to a request from a local sports group to install 'pickleball lines' on a second court in the Tennis Courts at Horley Recreation Ground.
 - iv)** To receive an update on another other matters.

To: Members of the Leisure & Amenities Committee:

Cllrs Hannah Avery, Jante Baird, James Baker, Jordan Beech, Andy Dye, Mike George, Jerry Hudson, Helen Kitajewski, Robert Marr, Samantha Marshall, Simon Marshall (Chairman), David Powell, Fiona Stimpson (Vice-Chairman)

11 Community Events in Horley

- i) **Horley Carnival - 18 June 2022:** To receive any update from the Horley Carnival Committee following the event and any matters arising.
- ii) **Horley in Bloom (HIB) and Photographic Competitions 2022:** To receive an update from the HIB Advisory Group following recent meetings.

12 Compliance & Regulatory

- i) **Playgrounds and Grounds Inspections:** To receive the latest inspection reports and updates on repairs.
- ii) To approve the appointment of Bennetts Builders Ltd to carry out inspections and routine maintenance for 2022/23.
- iii) **Innes Sports Pavilion, Court Lodge Fields:** To receive a report of a roof survey carried out for insurance purposes and to ratify the cost of the survey in the sum of £150 plus VAT.
- iv) To receive an update on any other matters.

13 Allotments in Horley

- i) **Allotments Tenancy Agreement** – To consider proposed revisions to the Tenancy Agreement.
- ii) **Westvale Park Allotments:** Provision of storage buildings for the Northern and Southern sites - To note new information received.
- iii) To receive an update on any other matters.

14 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)
- iii) Horley Open Spaces Advisory Committee (HOSAC)

15 Letters Received

16 Diary Dates

17 Items for Future Consideration

To note urgent business for inclusion on future agenda.

18 Press Release

To agree items for inclusion.

Date of next meeting: 18 October 2022



Signed: Town Clerk

Dated: 30 June 2022

To: Members of the Leisure & Amenities Committee:

Cllrs Hannah Avery, Jante Baird, James Baker, Jordan Beech, Andy Dye, Mike George, Jerry Hudson, Helen Kitajewski, Robert Marr, Samantha Marshall, Simon Marshall (Chairman), David Powell, Fiona Stimpson (Vice-Chairman)

L 5252

Leisure Updates

L 5227 Update on Proposals for a Horley Town Park

The Town Clerk reported that HTC were able to provide important input into the Borough Council's Playing Pitch and Sports Strategy in relation to indoor and outdoor sports facilities across the borough to determine current provision together with future development and upgrades. This would, inter alia, help inform proposals for a Horley Town Park at a later stage. She extended a note of thanks to Cllrs Samantha Marshall and Mike George along with her fellow Officers for assisting with a general assessment of the lengthy documents within a short timescale which included a range of facilities currently provided by HTC. A further update would be provided once available.

L 5231 Charging Considerations for Use of Council Land

The Town Clerk informed the Committee that further research was being carried out on new charging arrangements for use of council land for non-commercial or non-profit making purposes or to support charitable causes. On request by HTC, the Borough Council had provided its standard application form and scale of charges for similar purposes which was primarily based on the type and size of event along with other factors. This would be used as a guide for HTC to potentially use, noting that parks and outdoor spaces under the Town Council's control was limited and may not be suitable for holding outdoor events beyond what is already permitted. A further update would be provided to determine whether a charging policy should be introduced or if such requests, should be considered case-by-case, on merit.

RESOLVED: noted.

L 5253

Horley Churchyards Committee

The Town Clerk informed Members that the Church had announced details of the new contracts awarded for grass maintenance of the New Churchyards and for hedge trimming. Their annual update further reported the Town Council's award of £6,750 towards ground maintenance of the Old Churchyard in the new financial year; and that SCC Cllr Jordan Beech had generously award £850 from his Member Allocation Fund towards essential tree works following a recent survey. The next meeting would be held on 27 April 2022 in a hybrid set-up, to allow attendees to either meet in-person or remotely. A further update would be provided at the next Committee meeting.

RESOLVED: noted.

HTC Grounds Maintenance

L 5254

The Members were updated on a recent site meeting at Horley Recreation Ground with the Leisure Chairman and idverde representatives, including the Operations Director and the new Contract Manager. The Town Clerk and Communications & Compliance Officer were also present to point out areas of concerns in regard to standing water around the playground and pathways after heavy rainfall for which possible solutions would be provided by the contractors along with approximate costings to improve drainage at the site. The Ornamental Gardens were also discussed with a view to tree planting and a floral display in preparation for the celebratory Big Jubilee Picnic event on 4 June 2022. It was further agreed that six-weekly progress meetings would be arranged with all parties for general updates on all Council sites and the request that HTC be provided with weekly updates of work having been carried out, would also be met by the contractors. A further update would be provided at the next Committee meeting.

L 5254) **RESOLVED: noted.**

L 5255 **Michael Crescent Centenary Park**

The Members were provided with an overview of extensive work having been carried out at the park to remove overgrown vegetation which had been covered by the Council's general maintenance budget. However, an additional underlying issue had arisen along the neighbouring boundary line, for which the resident claimed had damaged sections of their fence from overgrowth at the park side. The Council's parks contractors had carried out a detailed inspection and later advised that this was the case and that 11 wooden panels should be replaced by the Council. Additionally, the chain link fencing separating the boundary line would have to be replaced since it had to be cut out to tackle the overgrowth. However, remedial measures would include replacing it with new mesh security fencing which could be removed in sections and thereby allow weed spray treatments to avoid future regrowth.

The Town Clerk gave an outline of estimated costs based on quotes received. She further pointed out that although the extent of the works described were unexpected and would make a hefty dent in the budget, this would prevent extra expenditure in the long run. The Members were supportive in their comments and felt that the necessary steps outlined should be taken to protect the site, including a concern that asbestos may be falling from the roof of a row of garages by the adjacent dwellings and this should be reported to Raven Housing Trust. A further update would be provided at the next Committee meeting along with ratification of the necessary expenditure once confirmed.

RESOLVED:

- i) the Council proceeds with a remedial works' instruction at Michael Crescent Centenary Park to remove eleven damaged panels, trellis, posts, foliage and supply and fit lap panels, gravel boards and posts will be approved, up to an amount not exceeding £1800 + VAT.*
- ii) to further install 60 metres of mesh security fencing around the site, up to an amount not exceeding £4,000 + VAT.*
- iii) to move the existing fence line approximately 500mm into the park side, to enable the mesh security fencing panels to be removed for periodic treatments and avoid regrowth.*
- iv) that Raven Housing Trust be contacted about concerns raised in relation to asbestos particles located park side and thought to be coming from a row of garages by the adjacent dwellings.*

L 5256 **Memorial Gardens - Horley Recreation Ground**

RESOLVED: that the three Silent Soldiers be kept in safe storage and only positioned in the Memorial Gardens in the run up to a commemorative or ceremonious events, the first being HRH The Queen's Platinum Jubilee in June 2022.

L 5257 **Horley Recreation Ground Entrance Re-Design Project**

The Members were informed that completion of the project had been reached and the Chairman had a final site meeting and reinstatement inspection with the contractor. The Town Clerk and the Communications & Compliance Officer were also present. A couple of snagging items were identified, including the requirement to install two concrete bollards by the entrance to prevent unauthorised parking and minor repairs to a section of fencing. It was agreed that these would be carried out by the contractor within the contract. It was noted that the widening of the park entrance to allow for two-way traffic, pedestrian

access and new height barrier was another successful project for HTC, which had been part-funded from its Neighbourhood CIL Fund as a community safety project and from a successful insurance claim settlement in lieu of repairs to the deconstructed gate pillar.

L 5257) *RESOLVED: noted.*

L 5258 *RESOLVED: that expenditure to reseed a section of the grassed area by the redesigned car park entrance at Horley Recreation Ground, in the sum of £350.44 + VAT, be ratified.*

Use of HTC Parks and Outdoor Spaces

L 5259 *RESOLVED: that arrangements for the Open Air Cinema to return to Horley Recreation in the month of August, subject to booking and compliance requirements being met by the operator, be approved.*

L 5260 The Committee considered a further request from a local sports group to sanction a second court to be line-marked for pickleball after receiving another enquiry and being asked how to apply to the Council for a grant to cover the cost. The first court had been line-marked by the tennis courts resurfacing contractors at the time and were asked by the Council to provide another quote recently for additional line-marking which was estimated at £350 plus VAT. It was further noted that the Council had received other enquiries for using the tennis courts. Members were of the view that the courts were provided to the public as a free community facility and should be accessible to everyone. This new request from the pickleball club would have to be given careful consideration. It was therefore agreed that usage of the courts would be monitored in the coming months and this would be evaluated to determine the fairest way to make the courts openly available for tennis and pickleball. The sports club would be updated accordingly and that a decision by the Council would be deferred until later in the year.

RESOLVED: that a decision relating to a further request from a local sports group to line-mark 'pickleball lines' on a second court in the Tennis Courts at Horley Recreation Ground be deferred to enable an overall evaluation of court usage to be undertaken in the coming months along with cost implications and the organiser to be notified accordingly.

Community Events in Horley

L5261 **HRH The Queen's Platinum Jubilee Celebrations**

The Town Clerk gave an overview of the plans underway for the Big Picnic Jubilee Lunch at Horley Recreation Ground on Saturday, 4 June 2022, from 12pm-6pm, including the following preparations:

- A dedicated [webpage](#) had been created on the HTC website with details of the event and how to get involved along with the optional fancy dress theme from the 1950's
- Subject to Full Council approval, it was intended to hold the civic ceremony to rename the Ornamental Gardens to 'The Queen's Platinum Jubilee Gardens' at 2pm, to be presided by the Town and Borough Mayors along with other dignitaries.
- A cherry tree had been planted in recognition of The Queen's Green Canopy to '[Plant a Tree for the Jubilee](#)' and share in the nationwide scheme by registering it on the commonplace map
- The event was being supported by the Café Operator, The Farmyard Kitchen, who would have picnic boxes available to pre-order or visitors may bring their own picnics.
- HTC was providing support with a financial contribution towards light refreshments, and music and children's entertainment would also be discussed at a later stage.
- Two marquees were kindly being provided by the Horley Association of Traders (HATs) for health and safety along with protection against the weather elements.

- Full compliance and regulatory arrangements were also in hand, including the Council's risk assessment for the event, car park marshalling and first aid provision.
- Full details of the programme would be circulated beforehand.
- Additionally, the RBBC/HTC scoping meeting had been held and it was advised that the Borough Council would be donating a flag to the four towns in Reigate & Banstead, including Horley.

L 5261) *RESOLVED: that the arrangements for the Big Jubilee Picnic at Horley Recreation Ground, on Saturday, 4 June 2022, 12pm-6pm, be noted.*

L 5262 *RECOMMEND: that the renaming of the Ornamental Gardens to 'The Queen's Platinum Jubilee Gardens' be considered for approval at the Full Council meeting on 21 June 2022.*

L 5263 **Horley Carnival - 18 June 2022**

Cllr George gave summary of the meeting held earlier in the evening (26 April 2022). He said the replaced main arena event would be a popular BMX display team and that publicity for the whole event was well underway. He raised the importance for general support and marshalling on the day were crucial and volunteers should contact him directly as soon as possible. Additionally, the funfair were intending to extend their visit after the event and would contact the Council directly for permission.

RESOLVED: noted.

L 5264 **Horley in Bloom and Photographic Competition 2022**

The Communications & Compliance Officer gave an update on arrangements in hand with the HIB Advisory group. She added that the artwork for the posters had been completed and the application forms would be available from the launch of the competition at the upcoming Town Meeting on 29 April 2022.

RESOLVED: noted.

Compliance & Regulatory

L 5265 **Playgrounds and Grounds Inspections and Repairs**

The Town Clerk gave an update following recent inspections carried out by the contractors. She said that only minor repairs were required to some of the outdoor fitness equipment at Horley Recreation Ground. Additionally, the climbing net by the playground would require replacing shortly and for which comparable quotes would be obtained.

RESOLVED: noted.

L 5266 **New Signage proposals at Court Lodge Fields**

The Members considered the quotations received for the new signage at Court Lodge Fields and were in agreement to proceed, having considered best value from the design and specifications provided. They noted the signs would be valuable asset for the site.

RESOLVED: that the expenditure to install three new identical information boards with an anti-graffiti coating, at the Court Lodge car park entrance, playground area and pathway to 'The Six Bells' public house, up to an amount not exceeding £2,500 + VAT, be approved.

L 5267 **Annual Inspections of Playgrounds**

RESOLVED: that the sum of £255 plus VAT paid to the Play Inspection Company for the annual inspections of playgrounds (RoSPA) and report, be ratified

Allotments in Horley

L 5268 Westvale Park Allotments – Provision of storage buildings for the Northern and Southern Sites

The Town Clerk told Members that the design and specification of the storage buildings were still being considered by RBBC Planning Officers, since the Conservation Officer had raised concerns that they be in keeping with the local area. The views of the Town Council had already been made known in that the facility provided at both sites should be fit for purpose as well as secure and vandal proof as much as possible. A further update would be provided when made available by RBBC.

RESOLVED: noted.

L 5269 Horley Local History Society

Doug Cox invited Councillors to join the society for a guided tour around the town and this was agreed on a date to be decided.

RESOLVED: Noted

L 5270 Environment Matters

MG reported that The Gatwick Greenspace Partnership meeting Annual meeting had recently taken place where they had presented their Annual Report.

RESOLVED: Noted

L 5271 Letters Received

From	Subject	Date	Action
Tennis Coach operator	Request for coaching on Tennis Courts.	April 2022	Supported by HTC in principle on a trial basis for 3 months (for ratification at next Committee meeting).

RESOLVED: noted.

L 5272 Diary Dates

Town Meeting (HTC): Friday, 29 April 2022, 7.00 pm, Edmonds Hall

Annual Meeting (HTC): Tuesday, 10 May 2022, 7.00 pm, Edmonds Hall

Meeting closed at 21:00 hrs

Date of next Meeting: 5 July 2022



HORLEY TOWN COUNCIL

Leisure & Amenities Committee

Terms of Reference

1. Purpose

The Leisure & Amenities (L&A) Committee is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders.

2. Frequency of Meetings

Meetings of the L&A Committee shall be held as stated in the Council's Calendar of Meetings to meet the responsibilities as outlined below.

3. Delegated Responsibilities

3.1 The Leisure Officer, in consultation with the L&A Chairman and Vice-Chairman, shall have delegated responsibility for carrying out required actions of the Committee, as approved by Council Resolution, including all compliance and regulatory matters in relation to the Council's community buildings, parks, and open spaces.

3.2 The L&A Committee shall **exercise the powers and duties** of the Council relative to:

- The operation of the Grounds Maintenance Contract.
- The maintenance and improvement of Horley Recreation Ground, including the Memorial Gardens.
- The maintenance and improvement of the Town Council's recreational and play areas.
- Floral baskets, planters and flower beds.
- Allotment sites (including **maintenance of car park, toilets, shared access areas**, and charges for rental of plots)
- Hire of sports pitches and football matters.
- Security at all sites.
- **Horley in Bloom (HIB) and Photographic Competitions.**
- Provision of Christmas tree.
- Applications for the use of the Council's Leisure and Amenities facilities.
- Making appointments to and receiving reports in respect of its Outside Bodies.
- **Considering play and recreational equipment upgrades along with potential future projects at all Council sites.**

- Event management, including requests by operators to use Council land, subject to full compliance and regulations being met.

3.3 The Leisure & Amenities Committee shall make recommendations to Full Council relative to:

- i) The appointment of the Grounds Maintenance Contractor.
- ii) Considering New Leisure Facilities in Horley

Approved: 5 July 2022
Renewal Date: July 2023

DRAFT

Agenda for Churchyard Committee Meeting

Wednesday 6th July 2022 at 2pm on Zoom

- 1) Welcome & opening prayer**
- 2) Apologies for absence**
- 3) Churchyard maintenance**

New Churchyard

- 1) Grass maintenance** - Martin Packman Operations manager for comments.
The grass over the graves & the verges have been cut recently & is looking good.

Old Churchyard

- 1) Grass maintenance** -Michael Hill Green Spaces Operations Manager RBBC to report.
The first cut done on 4th April. Next scheduled cut not due till week beginning 13th June.
- 2) I received an informal verbal complaint** “The grass is overgrown in the churchyard with Commonwealth War graves. It’s a public disgrace”
Michael Hill – to suggest if the cuts may be adjusted .
- 3) Monument safety** -the matter outstanding – Update from Alan Bixby
- 4) Michael Gardner** – Comments on overall maintenance

The reps from idverde & RBBC to be thanked & may leave the meeting

- 4) Minutes of the previous meeting**
- 5) Matters arising**
 - a) County care volunteers** – painting of the gates to the New Churchyard – James Baker to report – as it is only partly done & also clearing the path of weeds.
 - b) Queen’s Platinum Jubilee celebrations**
 - Rev Les to report** on St Bart’s celebrations
 - Joan Walsh** – On the Horley Town Council celebrations
- 6) Horley carnival – Joan Walsh** -to report
- 7) Any other Business**
 - 8) Date of Churchyard walk** – Monday 5th September at 5.30 pm. To meet outside the New Churchyard
- 9) Date of Next meeting**

10) Any other business

11) Date of next meeting

Minutes of the Churchyard Committee Meeting 27/04/22

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

Sue Middleton (P A to the Clergy)

On Zoom - Michael George (Cllr), Helen Mann,

Apologies - Michael Hill (RBBC), David Powell (Cllr), James Baker (Cllr)

Absent -Martin Packman (Operations Manager Idverde), Roger Kidd

1) Prayer – The meeting opened with a prayer by Rev Les Wells

Matters of maintenance of the Churchyards

New Churchyard

1) Idverde – Have done the 1st cut for the year on 12th April.

2) Old Churchyard –

Michael Hill – Sent in an update after the meeting

Grass cutting – 1st cut was done on 4th April

Then – week commencing 13th June

Week commencing 15th August

Week commencing – 17th October

Front lawn -1st cut on 4th April, subsequent cuts every 3-4 weeks,

Next due, 1st week of May (but, may need changing depending on weather & staffing levels).

Re Monument safety –

Alan Bixby, is currently liaising with a company to test & make them safe. And that resource constraint has caused the delays.

Future – There is a process in place for training additional staff in memorial testing. Once, complete, Greenspaces team will test the memorials.

3) Michael Gardner – Said he had sprayed weed killer over the cremation patch, & cleared up wreaths. But that the artificial flowers pose a problem, as they blow around making the place untidy.

He also passed around a chart showing there is space for 320 burial plots. That so far this year only one crem plot was used. The interment of ashes on the other occasions was into previous graves.

4) The minutes of the previous meeting was passed as correct

Matters arising-

County care volunteers – James Baker has reported that he will arrange for them to clear the footpaths of weed, & also to complete the painting of the gates in a few weeks time. But matters were delayed due to staffing shortage. Michael Gardner said he was meeting with James Baker the next day, to arrange for clearing the weeds off footpaths.

Tree Survey –The work arising from the tree survey has been completed.

Michael Gardner with some help attended to a lot of the work. But 11 trees were identified as needing the services of a qualified tree Surgeon. Dave Ford Tree Care have quoted £3,318 & the work was done on 7th & 8th of February, we are grateful this was completed before the storms later that month.

Also a Leylandii hedge was trimmed – cost £834 on 9th February. But now is at a manageable height & could be managed by our volunteers in the future.

Grants – Towards the cost – Jordan Beech County Cllr provided £850, from the member's allocation fund.

The Queen's Platinum Jubilee celebrations

Rev Les reported that St Bart's were only planning a service on Sunday to mark the occasion followed by a BBQ in the little field.

AOB

Michael Gardner shared a draft plan to which more detail has been added by Rev Les. This is for future planning, how the plots for both burial & interment of ashes may be increased. At present there are about 15 burial plots & only a few plots for ashes.

Please see attachment of the draft plan.

Date of next meeting – Wednesday 6th July

Churchyard walk – Monday 5th September at 5.30 pm.

Horley Allotments

Church Road & Langshott



June 2022

An Update from Horley Town Council

We have been conducting our annual allotment inspections recently and we have really enjoyed seeing all the various fruits, vegetables and plants being grown by you all. We understand that the COVID-19 pandemic has had an unprecedented effect on many Horley residents and would like to pass on our best wishes to all.

If the pandemic has meant you have had a change in circumstance and can no longer continue to work your plot, we ask that you contact us by the email below to inform us if you decide to give up your plot.

As many of you may already know, we have a new management system in place for the handling of the allotments. We want to thank you for your continued patience whilst we were getting the new system up and running.

Please email any queries to allotments@horleysurrey-tc.gov.uk and we will get back to you as soon as we can.

Horley in Bloom 2022

Don't forget to enter your allotment plot in the Horley in Bloom competition!

Head to the Town Council's website to enter online:

> **Horley Town Council**

> **Home drop down menu**

> **Horley in Bloom Application** (don't forget to put your plot reference after your surname)

Judging will take place in mid – late July

For more info, you can contact town.clerk@horleytown.com



GRASS CARE & MAINTENANCE

Some top tips for taking care of your grass over the summer months for new and existing plot holders:

- Keep the weeds down by using a hoe, making sure it is nice and sharp. Using Weed Killer as grass maintenance can kill the grass around the allotment and make walkways slippery and dangerous when it rains.
- The smell using old tea bags and coffee granules in amongst plants can discourage pests and vermin.
- Having a good mulch (organic matter made up of grass cuttings, leaves and branches) on top of the soil can help retain moisture which will help in hot/dry periods. Mulching also helps improve soil health, reduces weed growth and can protect plants from pests amongst other uses.

An update for the Langshott site

From Graham Newbury, L.A.T.A

A quick update to let you know we have now got the manure storage operational. I have listed bullet points below detailing how L.A.T.A. want the communal supply to work.

- L.A.T.A. have constructed 3 pens at the northern end of the allotments site, they have been named Tom, Dick and Harry.
- L.A.T.A. will ensure that manure is kept topped up but please take manure from the indicated pen only to ensure proper rotation.
- The manure is being made available to all allotmentees, however, manure is being bought in bulk (by L.A.T.A.) and needs to be paid for.
- To help cover the cost, L.A.T.A. propose allotmentees can take manure by the wheelbarrow load for a donation to L.A.T.A.
- Suggested donations are £1 per barrow, pay for two get one free.
- Please place donations in “Manure” Honesty box on plot 75 and leave a note on the pad detailing how many barrowloads have been taken.
- If you require more than 10 – 20 barrowloads at a time, please speak to L.A.T.A. and we can discuss a bulk load delivery for you.

Our next project is to build the pen for the chippings followed by the communal compost pens, more on those projects as they materialize.



Tel: 01293 784765

Email: allotments@horleysurrey-tc.gov.uk



HORLEY TOWN COUNCIL

Town Clerk – Joan Walsh
Head of Leisure – Carol Fenton
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ALLOTMENTS – AGREEMENT, JANUARY 2022

THIS AGREEMENT is made on __/__/2022 between Horley Town Council (hereinafter called "The Council") of the one part

and the Tenant: XX of XX, Horley, XXX XXX

WHEREBY the Council agrees to let, and the Tenant agrees to hire, on a yearly basis, the Allotment Garden numbered **XX** on the Council's Langshott Allotment Site, Horley, at an annual rental of **£50** for the current Tenancy Year. (until 30 April 2022). A registration fee of **£15.00** is also payable by new tenants. Any subsequent changes to the annual rental to be notified directly to allotment holders.

Code for Storage Container: 1389. (Notice to be given of any future code changes)

Please be aware that the Town Council's Insurance does not cover any items owned by allotment tenants, which may be stored in the container, or elsewhere on the allotment site. Please do not store any containers of flammable material in the storage container.

1. The Tenant hereby agrees with the Council:
 - a) To pay the said rent in accordance with the payment terms set out on the invoice.
 - b) To keep the allotment tidy and cultivated. (Weed growth must not be allowed to adversely affect other plots.)
 - c) Not to underlet, assign or part with possession of the allotment without the written consent of the Council.
 - d) Not to cut or prune any timber or other trees without the prior consent of the Council.
 - e) Not to erect any building on the allotment except for, with the prior approval of the Council, one of the following: a polytunnel of maximum dimensions 10ft x 15ft, a polycarbonate or plastic greenhouse (no glass) of maximum dimensions 8ft x 6ft or a prefabricated shed of maximum dimensions 6ft x 4ft. Small storage containers for tools and "fruit cages" are also permitted. Only temporary fixings shall be used for any structure.
 - f) Not to use barbed wire anywhere on the allotment site.
 - g) Not to keep live livestock on an allotment or anywhere on the allotment site, except that laying hens may be kept on an allotment, subject to the prior consent of the Council being sought and the specific terms and conditions

(available upon request) being accepted and adhered to.

- h)** To permit any member or officer of the Council to inspect the allotment at any time, without notice being given.
- i)** To keep the paths between allotments in a level, clear and safe state, free from overhanging trees and overflowing materials from plots.
- j)** To keep the central path through the site clear of any obstruction. (Vehicles to be parked in designated areas only.)
- k)** When cultivating an allotment Garden adjacent to the boundary fence, to ensure that a two-foot clear area is made available at all times for any maintenance that is required. (A charge to be levied if such clearance has to be carried out by a contractor.)
- l)** Not to keep anything on any part of the Allotment Site other than on the Tenant's own allotment. In particular, to keep the boundaries of the allotment site clear of all rubbish.
- m)** Not to use or keep tyres anywhere on the Allotment Site
- n)** To ensure that bonfires shall not cause nuisance or annoyance either to other allotment tenants or to nearby residents. (Bonfires not to left unattended at any time.)
- o)** To use any garden hose considerably and not to leave any hose connected, when the user is not present.
- p)** To comply with any other condition which the Council considers necessary, provided that at least seven days' notice has been given to the Tenant

2. Upon leaving the plot, the tenant agrees to:

- a)** Return the plot to a clean and good state of cultivation and fertility
- b)** Ensure your walkways are not overgrown and are clear of debris
- c)** Remove all personal belongings and rubbish
- d)** Your compost bins/piles need to be removed (useable soil may be spread onto the plot)
- e)** Return your keys to the council offices

3. The Tenancy hereby created shall be terminated: -

- 1)** By the Council giving one year's notice from 1st February in any year, should the Council require the tenancy to be terminated under the conditions detailed in the Allotments Acts 1922 and 1950.
- 2)** On the next half yearly point after the death of the Tenant.
- 3)** By the Council by re-entry, after one month's notice if: -
 - i.** The rent has not been paid by the due date.
 - ii.** Tenant is not observing one or more of the terms and conditions of agreement as set out under Paragraphs **1. a) to o)** above.
 - iii.** The Tenant becomes bankrupt or compounds with his creditors.

4. Notice may be served on a Tenant either personally, or by leaving it at his last known place of abode, or by registered letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment plot.

Payment for your allotment is automatic acceptance of this Tenancy Agreement.

Signed for, and on behalf of, Horley Town Council by:

Name:

Appointment: Town Clerk

Signature:

Signed by the Tenant

Name:

Signature:

DRAFT