



HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at The Albert Rooms, Albert Road, Horley on Tuesday 4 October 2022 at 7.30 pm

Present	Cllrs	Hannah Avery	Mike George	Simon Marshall
		Jante Baird*	Jerry Hudson	Wayne Phillips*
		James Baker *	Adrian Kitajewski	David Powell
		Jordan Beech	Helen Kitajewski	Martin Saunders
		Giorgio Buttironi*	Robert Marr	Rob Spencer*
		Andy Dye *	Samantha Marshall (Chairman)	Fiona Stimpson**

*** Absent**

** Joined meeting at 8 pm

In Attendance	J Walsh (Town Clerk)
	J Morgan (Responsible Financial Officer)

C 5438 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baird, Baker, Buttironi, Dye, Phillips, and Spencer be accepted.

C 5439 Disposable Pecuniary Interests and Non-Pecuniary Interests

No matters were raised.

RESOLVED: noted.

C 5440 Ordinary Meeting of the Council, 26 July 2022

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 26 July 2022, including all confidential items, be approved.

C 5441 Full Council Updates

The Town Clerk reported that she and the Chairman had attended a remote meeting with the Independent Remuneration Panel concerning the four yearly review of the Members' Allowances Scheme. Some representatives from Salfords and Sidlow Parish Council were also in attendance. She gave an overview of the discussions which centred around how current schemes work, the level of basic allowance, travel and other expenses and if they were fit for purpose. The report from the panel would be circulated in due course.

RESOLVED: noted.

Committee Reports

C 5442 RESOLVED: that the minutes of the Planning & Development Committee held on [28 June](#), [2 August](#), and [30 August 2022](#) be received.

C 5443 ***RESOLVED: that the minutes of the Leisure and Amenities Committee held on [5 July 2022](#) be received.***

C 5444 ***RESOLVED: that the minutes of the Environment Sub Committee held on [6 September 2022](#) be received.***

C 5445 **Chairman's Report**

The Chairman's Report which was previously circulated to the Members for information, was received. It was noted that in memory of the late Queen Elizabeth II, the Chairman signed the Book of Condolence with the Reigate & Banstead Mayor at the Horley Community Centre on 12 September 2022.

RESOLVED: noted.

C 5446 **Borough, County Council and Other Updates**

The Town Clerk gave a comprehensive summary of the matters discussed at the SCC/RBBC/HTC Joint Meeting held on 23 September 2022 which she had attended with Cllrs Samantha Marshall, Hannah Avery, Jordan Beech and Mike George. SCC Cllr Andy Lynch and Borough Cllr Richard Biggs were unable to attend. The main issues covered highways matters, including the imminent VAS signage installation at Wheatfield Way (funded by HTC) along with planned road repairs at the Gardens Estate to enable access for buses. An update on the Double Taxation Renewal Agreement negotiations with RBBC was also received, noting that all the required information had been provided and it was expected that a round table meeting would be arranged shortly to finalise matters. It was further noted that publication of the HTC five-year Town Plan had been well received at public outlets, including at Horley Library where more copies had been requested for circulation.

Additionally, the four project bids put forward by HTC for the Reigate & Banstead Strategic CIL SIP Programme 2023-27 were discussed and concerns were made at the relatively short timescale allowed to complete each application and to provide the accompanying information. It was hoped that there would be a positive outcome for HTC. (A copy of the meeting notes are appended to the signed copy of these minutes).

The next meeting is due to be held at the Town Council offices on 25 November 2022.

RESOLVED: noted.

C 5447 **RBBC/HTC Liaison Meeting**

The Town Clerk advised that the next liaison meeting between the Borough and Town Councils was due to be held on 26 October 2022 in a hybrid format. Attendance at these meetings had been extended to all Borough Councillors representing the Horley wards. The agenda would be circulated on receipt from RBBC.

RESOLVED: noted.

C 5448 **Annual Audit for the year ended 31 March 2022**

The Town Clerk reported that the Notice of Conclusion of Audit had been published on 27 September 2022 on the Town Council website and noticeboards.

C 5448) **RESOLVED: that completion of the Town Council's Annual Audit for the year ended 31 March 2022 be noted and is unqualified with no issues arising.**

C 5449 **RESOLVED: That the Final External Auditor Report and Certificate for 2021/22. be received.**

C 5450 **RESOLVED: That the Annual Governance and Accountability Return (AGAR) for 2021/22, be received and noted.**

C 5451 **RESOLVED: That Payment of £1300 (+VAT) to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2022, be approved.**

Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)

C 5452 **NALC/SALC/SCC Civility and Respect Pledge**

The Town Clerk updated the Members on the initiative launched by the National and County Associations, inviting all local councils to sign up to the Civility & Respect Pledge, to promote civility and respect in public life along with best practice in governance and democracy at all levels. The Town Clerk added that it was further recommended to adopt a Dignity at Work Policy, a draft of which had been previously circulated to Members. The recommendations to sign up to the Pledge and the draft Dignity at Work Policy were approved.

RESOLVED:

- i) That sign up to the Civility and Respect Pledge, in collaboration with the National and County Associations of Local Councils, be approved.**
- ii) That the draft Dignity at Work Policy as part of the Civility and Respect project, be adopted.**

C 5453 **Update on the SALC AGM & Conference held on 30 September 2022.**

Cllr George gave report on his attendance at the conference and the following points were highlighted:

- SCC representatives mentioned under environment matters that they were keen to see solar panels on community buildings so it may be worth HTC revisiting this possibility at some further stage.
- SCC begun to publish a Green Matters magazine which is freely available along with a greener futures web hub to consolidate in one location everything to do with the environment.
- There is now an [EV charging point map on the SCC website](#) with the ability to enter suggestions for new charging points.
- A mention of establishing more community orchards within the environmental presentation from SCC, was welcomed.
- SCC plan to consider a new initiative for speed cameras in 'identified areas of concern', which may relate to Horley once further information is provided.
- The '20's Plenty for Surrey' presentation was received, promoting the benefits of 20 mph speed restrictions. Amongst the recommendations made were to introduce these on 'an area basis' rather than separate roads or parts thereof, the rationale being that area schemes reduces the amount of street signage. This is possibly also something of interest to Horley and may be progressed in consultation with residents, subject to confirmation.
- The presentations concluded with an informative update from the Area Commander of the Surrey Fire & Rescue Service, along with useful tips for householders to keep safe and warm during the cost-of-living crisis, the details of which had been shared on the Town Council website along with other community initiatives and advice.

C 5453) *RESOLVED: noted.*

C 5454 Town Clerk reported that Surrey ALC were delighted to welcome Cllr Mike George to the Board of Directors, stating that he would be a great asset and a much-valued participant.

RESOLVED: That the appointment of Cllr Mike George to the SALC Board of Directors for the municipal year 2022/23 be noted.

C 5455 HTC Communications

It was reported that Cllr Helen Kitajewski had stepped down as Chairman of the Communications Working Group and Cllr Samantha Marshall would chair the group in the interim. It was also agreed that issue of the Newsletter would be reduced from monthly to bimonthly and that additional newsletters could be produced if needed. Additionally, HTC were making use of increased Facebook posts and other digital media platforms. The next meeting was due to be before the Full Council meeting on 7 February 2023.

RESOLVED: noted.

C 5456

RESOLVED:

- i) That the annual review of the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations carried out by the Town Council be noted; and***
- ii) That the cost of carrying out the review by the Town Council's website provider, in the sum of £160 plus VAT, be ratified***

C 5457 Environment Sub Committee (ESC)

The ESC Chairman, Cllr Saunders, gave an updated on the meeting held on 6 September 2022 and the minutes had previously been circulated to all Members for information. There had been discussion about the lack of available premises for the proposed Commercial Hub but any promising leads would be followed up by the group. The benefits of tree planting were also discussed with the two priority locations of Cheyne Walk roundabout and Kingsley Road North being followed up. It had been agreed to defer the Environmental Survey for the present time, however two key future projects of wildflower planting and the provision of EV Charging Points would be progressed.

RESOLVED: noted.

Surrey Community Fund - Horley Edmonds Fund

C 5458 Fund Agreement Renewal

RESOLVED:

- i) That the recommendations of the Community Foundation for Surrey on the amendments to the Fund Agreement renewal, including the removal of the sum threshold for grants (currently up to £1,000) be approved; and***
- ii) That the setting up of the Horley Edmonds Fund Grants Panel constituting the Leaders Group, be approved.***

C 5459 Application from SparkFish

The Town Clerk said that the application from SparkFish, which had previously been deferred for further information requested by the Town Council had been withdrawn, noting that targeted support for Horley could not be confirmed.

RESOLVED: noted

C 5460

Community Foundation for Surrey Update

The Town Clerk reported that the Foundation had completed their Young People's grants round, the grant payments had been made and the grant recipients had been notified. In this last round, £482,160 from donor funds was awarded. One of the donor funds had awarded four three-year grant awards for salary costs providing stability to the charities supported.

There was a wide spread of issues supported through the round, but the two dominant themes were Mental Health & Wellbeing and Education, Skills & Employability, which accounted for more than half of the awards. Mental health support alone made up one-third of the awards.

The Foundation were further reviewing applications for the next round themed to address Health & Wellbeing. Over 120 applications have been received (the most ever for a donor round) requesting a total of £852,000 - £300k of which relates specifically to mental health support.

The deadline for decisions is 24 October 2022.

RESOLVED: noted.

Community Infrastructure Levy (CIL)

C 5461

Reigate & Banstead Strategic CIL SIP Programme 2023-27:

The Town Clerk reported that a shortlist of projects, agreed by the Leaders' Group, and based on priorities identified in the Horley Town Plan 2022-27 had been put together to form funding bids from HTC through the RBBC Strategic CIL (SIP) Programme 2023.

HTC accordingly submitted the following four project funding bids through the SIP Programme:

1. Proposal for Horley Recreation Ground Security and Anti-Crime Infrastructure
2. Proposal for The Albert Rooms (HTC Offices) Expansion and Sustainable Infrastructure
3. Proposal for Michael Crescent Centenary Park Redevelopment
4. Proposal for Church Road and Langshott Allotments Resurfacing: Green Infrastructure Improvements

HTC had expressed concerns to RBBC about the relatively short timescale allowed to complete and submit the bids in view of all the associated information required. HTC Members hoped there would be a positive outcome for much needed new and improvement infrastructure projects in Horley, noting the apparent lack of investment to date due to regeneration projects not yet delivered. The shortlist of projects from HTC had been shared with Borough Councillors for Horley with the expectation that these would be given support as viable projects but noting that they were subject to approval by the RBBC Executive Committee.

RBBC had reported received a high volume of applications and it was anticipated that the outcomes would become known in December (subsequently delayed by RBBC).

C 5461)

RESOLVED: that the Town Council's submission to the Borough Council of funding bids through the Reigate & Banstead Strategic infrastructure Programme (SIP) 2023-2027 be noted and ratified.

C 5462

RESOLVED: that Town Council CIL receipts for the period 16/06/22-15/9/22, in the amount of £7446.08, be noted.

Outside Bodies

C 5463 Horley Community Partnership

Cllr George gave the following update from recent meetings:

- Introductions were made by partnership representatives with the newly appointed SCC Local Area Coordinator AC who explained her new role in the local community.
- The remainder of the meeting focused on the impact of rising energy and food costs. The food club was supporting a record number of residents but appears to be able to support them in respect of the quantity of food available.
- Further discussions surrounded local organisations (charities and local authorities) that were available to offer financial support on matters such as budgeting and paying energy bills.
- Interesting topics included the set up of 'Warm Hubs' where buildings such as churches/community centres are open to residents as a place of warmth with hot drinks. Concern was expressed about affordability by host organisations being subjected to big increases in energy costs.

RESOLVED: noted.

C 5464 RBBC Borough Standards Committee

No reports or updates were received.

RESOLVED: noted

Royal British Legion (RBL) (Horley Branch)

C 5465 Arrangements for the Remembrance Services Programme 2022 in Horley

It was noted that the Town Council was pleased to offer the usual assistance for the commemorative events, including the Remembrance Sunday Parade & Service and plans were in place. The Borough Council had provided assistance for the parade arrangements and road closures with help from volunteers on the day. HTC would print copies for the Order of Service and poppy wreaths had been ordered. The rededication will take place on Wednesday 9 November, the Two Minutes silence will take place on Friday 11 November and the parade will take place on 13 November. Full details of the programme were available to view on the [HTC website](#).

RESOLVED: noted

C 5466 **RESOLVED: that a donation of £250 to the Royal British Legion Poppy Appeal through the General Power of Competence (GPC) be approved.**

C 5467 Michael Crescent Centenary Park – Former Scout Hut Building

RESOLVED: that the recommendation to declare the building derelict and not fit for any purpose, including storage, following the removal of an electricity supply, be approved.

C 5468 Christmas 2022 - Arrangements for the Councillor Christmas Hospitality

It was noted that the traditional Councillor Christmas Hospitality would be held following the Carol Service in the precinct at Regent House Community Centre on 10 December 2022. The Christmas Fair by HATs would also be held on the same day. Additionally, the Borough

C 5468) Council had already arranged an open day at the Regent House for the public to view the centre and see what was on offer. The Chairman volunteered to coordinate the rota of Councillor volunteers to help out at the hospitality event, to which Members had generously donated.

RESOLVED: noted.

Office Christmas Closure

C 5469 **RESOLVED: that the Town Council offices be closed from noon on Thursday 22 December 2022 and be reopened on Tuesday 3 January 2023.**

C 5470 **Diary Dates**

Leisure and Amenities Committee - 18 October
Planning and Development Committee - 25 October
Finance and General Purposes Committee - 8 November
Remembrance Rededication Service - 9 November
Remembrance Two Minutes Silence - 11 November
Remembrance Parade -13 November

RESOLVED: noted.

Confidential Business

C 5471 **RESOLVED: that “in view of the special or confidential nature of the business about to be transacted, it is advisable that in the public interest that the press and public be excluded and that they be instructed to withdraw”.**

C 5472 **Staffing Matters**

CONFIDENTIAL

The Town Clerk reported on recent staff changes and recruitment.

RESOLVED: noted.

Meeting closed at 8.39 pm. Date of next meeting – 6 December 2022