

# HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held virtually  
on Tuesday 15 December 2020 at 7.30 pm.

<b>Present</b>	<b>Clrs</b>	<b>David Powell (Chairman)*</b>		
		Samantha Marshall (Vice Chairman)		
		Hannah Avery	Jante Baird	James Baker
		Jordan Beech	Giorgio Buttironi	Mike George
		Jerry Hudson	Adrian Kitajewski	Helen Kitajewski
		Ganesh Kumar *	Robert Marr	Simon Marshall
<b>*Absent</b>	Wayne Phillips	Martin Saunders	Rob Spencer	
		Fiona Stimpson*		
<b>In Attendance</b>	J Walsh (Town Clerk)			
	J Morgan (Responsible Financial Officer)			

## Virtual Meeting

**C 5057**      **RESOLVED: that in view of the COVID-19 lockdown period, this Full Council meeting be held virtually.**

**C 5058**      **Apologies and Reasons for Absence**

The meeting was chaired by the Council Vice-Chairman, Cllr Samantha Marshall, in the absence of the Chairman.

**RESOLVED: that the apologies of Cllrs Powell and Stimpson be accepted.**

**C 5060**      **Public Forum**

A member of the public posed some questions about the budget and precept setting and the total cost of the Café in the Park project. In response, the RFO said that all financial information had been published on the website and that Members had previously scrutinised the budget calculations and projections at both the preceding Leisure and Finance Committee meetings. Some changes had been made in line with Members' requests and the latest draft budget would be presented at the meeting for further consideration and approval. The Town Clerk added that a full project review would be carried out by the Café Working Group, led by Cllr Robert Marr, at the end of the project. She said that the Café Pavilion and associated external works was a major capital project, the largest ever undertaken by the Town Council and was widely supported locally in providing a useful community facility at Horley Recreation Ground.

**RESOLVED: that Standing Orders be suspended to bring Agenda item 11 (Town Council Estimates and Precept -Financial Year 2021/2022) to this juncture of the Full Council meeting.**

**C 5061**      **Town Council Estimates and Precept - Financial Year 2021/2022**

The RFO presented the draft Budget and Precept for 2021/2022 which

**C 5061)**

she had prepared. The briefing paper, previously circulated with the draft Budget calculations and Precept information, clearly set out the background to the documents now presented to Members for their consideration. Since it was first drafted, it had been reviewed by the Finance Chairman and Vice-Chairman in consultation with the Town Clerk and discussed by both the Leisure and Finance Committees. All Members' comments had been incorporated in the preparation of the latest draft.

Having given the matter very careful consideration, the Finance Committee were recommending a 4.56% increase in precept which was a lower increase than for the previous year, 2020/2021. In the light of the news from the Government on tackling COVID-19 in relation the forthcoming vaccine programme, the Leisure Committee were able to take a more positive view of Leisure income and RBBC had been very positive about the prospect of the Devolved Powers agreement continuing in respect of maintenance at Church Meadows. As such, this presented a smaller budget gap which was addressed by reducing the budgets for CCTV and Café Maintenance as Members felt that both of these budget headings required less expenditure than originally predicted.

***RESOLVED: that a Precept of £428,088 be set for the Financial Year 2021/2022, representing £41.51 per Band D Household, an annual increase of £1.81 (4.56% increase), Reigate & Banstead Borough Council to be informed accordingly. (Full details are appended to the signed copy of these minutes.)***

**C 5062**

***RESOLVED: that the Earmarked Funds for Election Contingency be moved to the Café Earmarked Fund.***

**C 5063**

***RESOLVED: that the Earmarked Funds for Edmonds Hall be moved to the new Commercial Hub Project Earmarked Fund.***

**C 5064**

**Budget Speech**

The Chairman of the Finance & General Purposes Committee, Cllr H. Kitajewski, read out her Budget Speech.

***RESOLVED: that the Budget Speech be approved, be released to the press etc, and be placed on the Town Council website. (A copy is appended to the signed copy of these minutes.)***

**C 5065**

**Ordinary Meeting of the Council, 27 October 2020**

***RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 27 October 2020, including all confidential items, be approved.***

**Full Council Updates**

**C 5066**

**C 5042 Café in the Park, Horley Recreation Ground**

The Town Clerk reported that she had liaised with the Café operator and although they were eager to begin trading, they thought that it was unlikely they would be able to open doors until the Spring at the earliest

- C 5066)** due to the current COVID-19 lockdown. It was planned to re-evaluate the situation in January. Meanwhile, the operator continued to run a takeaway service from their mobile catering unit in the car park which had been well received locally and also provided a useful security presence at the site.
- C 5056** – The Town Clerk advised that, as requested previously, a separate shared *Outlook Meetings Calendar* for Members/Officers had been created for the whole group to use, view, and update. It was now fully operational and would include Council meetings and Members could add their own bookings with Outside Bodies to help avoid any clashes with upcoming events.
- RESOLVED: noted.**
- C 5067** **RESOLVED: that the**
- i) Approved Minutes of the Planning & Development Committee held on 10 November 2020;**
  - ii) Draft Minutes of the Leisure & Amenities Committee held on 17 November 2020;**
  - iii) Draft Minutes of the Finance & General Purposes Committee held on 24 November 2020;**
- be received.**
- C 5068** **Chairman’s Report**
- In the absence of the Council Chairman, it was agreed to defer this item to the next Full Council meeting.
- RESOLVED: noted.**
- C 5069** **Borough, County Councillor & Other Updates**
- The Town Clerk updated Members on the recent joint meeting she held with divisional member, County Cllr Kay Hammond, along with Cllr Mike George. Borough & County Councillor Graham Knight was unable to attend. (Notes of the meeting are appended to the signed copy of these minutes.)
- RESOLVED: noted.**
- C 5070** Members were updated on the HTC/RBBC Liaison Meeting, chaired by the RBBC Leader, Cllr Mark Brunt and held on 1 December 2020. Also, in attendance were RBBC Executive Member, Graham Knight, and the Town Council was represented by Cllrs Powell, George, Kitajewski, Simon Marshall, Samantha Marshall and Officers from both Councils. (Minutes of the meeting are appended to the signed copy of these minutes.)
- RESOLVED: noted.**
- C 5071** The Town Clerk added that the date of the first virtual Residents’ Forum meeting was set for 27 January 2021. The meeting would be chaired by County Cllr Kay Hammond who had previous experience of participating on panels and the protocols used in a virtual setting. Residents would

be asked to submit questions or topics for discussion in advance, each speaker would be allowed up to 3 minutes to address the panel and groups would be limited to one speaker to represent a group. The meeting would include briefings for residents on the SCC 100m Community Fund over 5 years and the proposed Horley Commercial Hub project. It was hoped that there would be good attendance from residents along with representation from the County, Borough and Town Councils.

**RESOLVED: noted.**

**C 5072 Horley Town Councillor Co-Options (Horley South Ward)**

The Town Clerk confirmed receipt of the signed Declarations of Acceptance Office and Declarations of Pecuniary and Non-Pecuniary Interests for Cllr Hannah Avery and Cllr Jordan Beech, following their election to the Town Council by Co-Option at the Full Council meeting held virtually on 27 October 2020. She added that she had notified the RBBC Electoral Services Manager of the appointments and that the Declarations were held by the Town Council.

**RESOLVED: noted.**

**C 5073 Standards in Public Life**

**[Standards Matter 2: Public Consultation and Public Sector Survey – Closing Date: Extended to 29 January 2021](#)**

The Town Clerk said that the Committee on Standards in Public Life was carrying out a landscape review of the institutions, processes, and structures in place to support high standards of conduct in public life. She informed Members of the published Terms of Reference for the review and said that a draft response for consideration had been prepared by the Chair and Vice Chair of Finance along with Officer support from the Clerk and the RFO.

Members were of the view that HTC could only respond based on current experiences and were fortunate in that they had very little cause to engage with the Local Government Ethical Standards process and were unfamiliar with current sanctions. They were satisfied that these views were reflected in the draft response prepared by the Town Council.

***RESOLVED: that the Town Council's response to the Standards Matter 2: Public Consultation and Public Sector Survey, be approved and submitted prior to the closing date. (A copy is appended to the signed copy of these minutes.)***

**C 5074 Model Member Code of Conduct**

The Town Clerk Informed Members that Reigate & Banstead Borough Council (RBBC), the Principal Authority, had adopted an updated Code in August 2020, following an extensive review. A copy had been previously circulated to Members to review in advance of the meeting. She added that at local level, it was recommended best practice to follow the Code of Conduct used by the Principal Authority and this was agreed by Full Council.

**RESOLVED: that the attached Member Code of Conduct be adopted by Horley Town Council and that all Members would abide by the Code. (A copy is appended to the signed copy of these minutes.)**

**C 5075**

#### **HTC Town Plan Projects**

Cllr Robert Marr reported on a recent meeting of the Town Plan Delivery Group (TPDG). He said that work on the Town Plan had been waylaid by the COVID-19 crisis, so the group had focused their attention of the SCC Community Fund initiative and had distilled thoughts and ideas down to 5 proposed projects for consideration to be put forward for funding. The listing had previously been circulated to Members.

Members agreed with the proposals and that estimates should be sought to determine the estimated level of funding required. Concern was expressed that by putting forward multiple projects, the Council would reduce their chance of success. Members suggested that the projects should be prioritised and agreed that the proposal for the redevelopment of Michael Crescent Centenary Park with a new community centre should be submitted first. Fellow Members thanked the TPDG Group for their hard work in drafting the proposals. The Town Clerk said that she would seek further information from the SCC Project Managers on next steps required to submit the proposal for consideration and would provide a further update at the next meeting.

**RESOLVED: that the**

- i) that the Town Council's proposed project of the redevelopment of Michael Crescent Centenary Park with a new community centre be submitted to the Surrey County Council's 100m Community Fund over 5 years, for consideration.**
- ii) that additional list of projects proposed by HTC, be submitted at a later stage (a copy is appended to the signed copy of these minutes);**
- iii) that the Town Clerk seeks further information from SCC Fund Managers on the administration of the [Surrey Community Projects Fund](#) and the application process.**

**C 5076**

#### **HTC Tree Survey**

Cllr Simon Marshall, the Chairman of the Leisure & Amenities Committee, proposed that contractor A be appointed to carry out the Tree works identified by the Tree Survey. Cllr Helen Kitajewski seconded the proposal to appoint contractor A. The contractor had previously carried out work for the Council.

**RESOLVED: that the quote from Contractor A to carry out the Tree Works identified in the Tree Survey be accepted. (A copy of the recommendations made following the Tree Survey is appended to the signed copy of these minutes).**

**C 5077**

#### **HTC Operational Matters – Café Pavilion CCTV requirement**

The Town Clerk reported that she had recently received a request from the Café operator for two further CCTV cameras to be installed for extra security at the Café. One inside the Café, facing the till and one outside

**C 5077)**

the building, facing the entrance. In response to questions from Members, she said that the new cameras would be provided by the same company who had installed the original system, they would have the same functionality and would be fully integrated into the current surveillance system for all Council sites. Members were in agreement of the proposals made.

The Town Clerk added that the ongoing installation of a fixed broadband connection, while being actively pursued, was still not completed and the Café operator needed internet provision in order to be able to operate the till. It was proposed to provide a 4G mini hub as a temporary solution. Members had some concerns about the signal strength in the Recreation Ground being insufficient and felt that HTC should pursue a complaint against Openreach as it was now nearly 6 months since the original request for broadband connection had been made. The matter would be escalated to the broadband provider as a complaint.

**RESOLVED: that**

- i) the extra expenditure for two extra surveillance cameras at the Café Pavilion, Horley Recreation Ground, in the sum of £635 plus VAT, be approved;***
- ii) the temporary provision of a 4G BT Mini Hub at the Café Pavilion, Horley Recreation Ground, with unlimited data at a cost of £30 per month, be approved;***
- iii) that a complaint be sent from HTC to the broadband provider for the excessive delay in installing a permanent internet connection.***

**C 5078**

#### **Horley Community Partnership**

Cllr George reported on a recent virtual meeting and gave the following updates from the Community Partnerships Team:

- There are lower numbers of residents requiring support compared to the first lock down in March.
- Food banks appear to be coping.
- A food club is being set up for those who do not need to use the food bank but might struggle financially. There will be a subscription of £1 and the club will operate from Regent House or the Family Centre.
- RBBC will be recruiting community champions able to share key messages and advice about COVID-19.
- VARBs will be doing a Christmas lunch on wheels.
- The Day Centre will be doing Christmas packs, cooked meals & gifts.
- Horley Baptist Church will be cooking 40 hot meals on Christmas Day.
- There are plans to use the old library as a COVID-19 vaccination centre after Christmas.

**RESOLVED: noted.**

**C 5079**

#### **HTC Environment Group**

Cllr George updated members on recent activities of the HTC Environment Group, including:

**C 5079)**

**The Works Perfect Commercial Hub Project:**

- was discussed at the recent HTC/RBBC liaison meeting and the Leader of RBBC was very supportive and suggested that funding could be sought from the Coast to Capital LEP; he volunteered to provide contact details;
- Mike Humphrey had been in contact with the DWP at Horsham; they may be interested in putting in an advisor, a meeting has been arranged for 21 December;
- financial projections and supporting documents have been updated and sent to Cllr Biggs at RBBC;
- a good response has been received to the online questionnaire both from businesses and residents. Responses were supportive. The data was being collected and a snapshot would be provided to RBBC.

**Environment Survey:**

There had regrettably not been much response to the survey and no replies had been received from anyone under the age of 30 years. A different survey would be designed which would be targeted more towards younger residents, including school children, and focused more on general topics such as climate change and solutions/mitigation as it was felt that the current survey was more geared towards households. Once ready, it was hoped that Cllr Hannah Avery and Cllr Jante Baird would review it, drawing on their experience as teachers to confirm that it was more age appropriate.

**RESOLVED: noted.**

**C 5080**

**Letters Received**

**Annual Governance & Accountability Return (AGAR) for Horley Town Council for the year ended 31 March 2020**

The Town Clerk reported that in response to a chase up request from HTC, a letter had been received from the external auditor, PFK Littlejohn, to the effect that they had completed the audit for the year ended 31 March 2020 and it was unqualified, with no issues arising. It was noted that the Annual Governance and Accountability Return would be formally approved at the next Full Council Meeting in March 2021. The Notice of Conclusion of Audit had been published, posted on the website and included in the eNewsletter. A complaint about the late arrival of the notice had been lodged with the external auditor.

**RESOLVED: noted.**

**C 5081**

**Community Foundation**

The Town Clerk said that she had received news that the Chief Executive of the Community Foundation for Surrey, Laura Thurlow, was planning to resign from the position in 2021 to pursue different challenges. She added that Laura had been very supportive of HTC over many years.

**RESOLVED: noted.**

**C 5082                      Designation of Polling Places for Local Elections (6 May 2021)**

The Town Clerk reported that in order to meet COVID-19 restrictions, it had been necessary to make changes to some of the designated polling places, but they remain unchanged within the Horley Parish boundary. The Electoral Services Manager at RBBC advised that risk assessments had been carried to ensure that the polling stations to be used had met all necessary health and safety requirements for voters to access safely.

***RESOLVED: noted.***

**C 5083                      Diary Dates**

***RESOLVED: that future dates be noted, including the 'RBBC Delivering Change Refurbishment Projects in Horley' Briefing that would immediately precede the Planning Meeting on 12 January 2021.***

**Meeting closed at 9.05 pm**

**Date of next meeting: 2 March 2021.**





	2019/20	2020/21	2020/21		2021/22	2022/23	2023/24
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection
<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>							
<b>Income</b>							
<b>INTEREST RECEIVABLE</b>							
Deposit Account Interest	1,500	1,000	300	700	0	1,000	1,000
	1,500	1,000	300	700	0	1,000	1,000
<b>MISCELLANEOUS SERVICES</b>							
Photocopying	200	80	80	0	80	80	80
	200	80	80	0	80	80	80
<b>LETTINGS</b>							
Edmonds Hall lettings	14,600	12,000	3,000	9,000	6,694	13,000	13,500
Meeting Room lettings	110	220	0	220	0	0	0
Saturday Market	400	200	200	0	200	0	0
	15,110	12,420	3,200	9,220	6,894	13,000	13,230
New PWLB loan for cafe/pavilion	473,000	0	0	0	0	0	0
<b>Total F&amp;GP Income</b>	<b>16,810</b>	<b>13,500</b>	<b>3,580</b>	<b>9,920</b>	<b>6,974</b>	<b>14,080</b>	<b>13,310</b>
<b>F&amp;GP Expenditure</b>							
<b>LEGAL &amp; STATUTORY</b>							
Audit Costs	2,200	2,600	3,000	-400	2,678	2,758	2,841
Insurance	7,050	8,500	7,522	978	8,755	9,018	9,288
Legal fees	3,000	2,000	4,000	-2,000	3,225	3,322	3,421
	12,250	13,100	14,522	-1,422	14,658	15,098	15,551
<b>SALARIES</b>							
Salaries	115,500	155,000	130,000	25,000	158,800	163,564	168,471
NIC Employer	12,300	15,000	15,000	0	21,900	22,557	23,234
Superannuation Employer	19,500	25,000	30,000	-5,000	25,000	25,750	26,523
	147,300	195,000	175,000	20,000	205,700	211,871	218,227
<b>OFFICE EXPENDITURE</b>							
Stationery	750	1,600	1,000	600	1,700	1,700	1,700
Postage, Courier	67	400	100	300	75	425	425
Office supplies & equipment	2,920	3,000	3,000	0	3,000	1,800	1,800
Website	4,200	2,800	1,500	1,300	2,000	2,000	2,000
Communication	1,870	1,800	2,500	-700	2,500	2,500	2,500
Photocopier	2,710	4,000	2,500	1,500	2,800	4,500	4,500
Compliance & Regulatory	5,530	5,000	3,500	1,500	5,000	5,000	5,000
Health & Safety	0	0	60	-60	0	0	0
Window cleaning	410	750	500	250	750	750	750
Information Technology & Support	5,050	8,000	4,500	3,500	8,000	4,000	4,000
	23,507	27,350	19,160	8,190	25,825	22,675	22,675
<b>ADMINISTRATION</b>							
Bank charges	600	1,000	400	600	1,000	1,400	1,450
Professional fees	29,700	18,000	30,000	-12,000	10,000	19,000	19,000
GDPR	35	0	0	0	0	0	0
Election expenses	0	2,500	0	2,500	0	0	0
Councillors' training & expenses	1,200	1,100	600	500	800	1,100	1,100
Staff training & expenses	590	2,000	800	1,200	1,600	1,648	1,697
Chairman's allowance	400	400	400	400	400	400	400
Members Allowances	0	1,800			1,800	1,800	1,800
Subscriptions & Licences	6,130	7,300	11,000	-3,700	7,519	7,745	7,977
	38,655	34,100	43,200	-10,500	23,119	33,093	33,424
<b>RENT &amp; RATES</b>							

	2019/20	2020/21	2020/21		2021/22	2022/23	2023/24
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection
PWLB Repayment Council Offices	19,545	19,545	19,545	0	19,545	19,545	19,545
Council Offices Rates	936	3,000	1,300	1,700	2,000	2,000	4,600
	<b>20,481</b>	<b>22,545</b>	<b>20,845</b>	<b>1,700</b>	<b>21,545</b>	<b>21,545</b>	<b>24,145</b>
<b>MAINTENANCE &amp; REPAIR</b>							
Council Office Repairs & Maint	3,410	3,000	3,600	-600	3,550	3,657	3,766
Offices, hall (cleaning)	14,570	13,000	15,000	-2,000	15,000	15,450	15,914
Maintenance Contracts	900	2,000	1,200	800	1,500	1,545	1,591
	<b>18,880</b>	<b>18,000</b>	<b>19,800</b>	<b>-1,800</b>	<b>20,050</b>	<b>20,652</b>	<b>21,271</b>
<b>OTHER RUNNING COSTS</b>							
Council Office utilities	4,480	5,400	4,000	1,400	4,400	5,800	5,900
	<b>4,480</b>	<b>5,400</b>	<b>4,000</b>	<b>1,400</b>	<b>4,400</b>	<b>5,800</b>	<b>5,900</b>
<b>Total F&amp;GP Expenditure</b>	<b>265,553</b>	<b>315,495</b>	<b>296,527</b>	<b>17,568</b>	<b>315,297</b>	<b>330,733</b>	<b>341,193</b>
<b>Total F&amp;GP Income</b>	<b>16,810</b>	<b>13,500</b>	<b>3,580</b>	<b>9,920</b>	<b>6,974</b>	<b>14,080</b>	<b>13,310</b>
<b>F&amp;GP Precept requirement</b>	<b>248,743</b>	<b>301,995</b>	<b>292,947</b>	<b>7,648</b>	<b>308,323</b>	<b>316,653</b>	<b>327,883</b>
<b>LEISURE &amp; AMENITIES COMMITTEE</b>							
<b>Income</b>							
<b>DEVOLVED POWERS</b>							
Devolved Powers RBBC	1,700	1,700	1,700	0	1,700	1,700	1,700
	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
<b>LETTINGS &amp; RENTS</b>							
Bowling Club lease	251	276	0	276	300	300	300
Events Income + Banners	12,150	8,000	2,000	6,000	5,000	8,000	8,000
Church Road Allotments Rent	3,430	3,300	3,300	0	3,300	3,399	3,501
Langshott Allotments Rent	3,735	3,800	3,500	300	3,800	3,914	4,031
Football pitches income	5,390	6,000	4,000	2,000	3,000	3,090	3,183
Café in the Park -rent	0.00	6,000	0	6,000	6,000	12,000	12,000
Innes Pavilion - rent	9,252	10,000	5,000	5,000	10,000	11,000	12,000
<b>Rents Received</b>	<b>34,208</b>	<b>37,376</b>	<b>17,800</b>	<b>19,576</b>	<b>31,400</b>	<b>41,703</b>	<b>43,015</b>
<b>Total L&amp;A Income</b>	<b>35,908</b>	<b>39,076</b>	<b>19,500</b>	<b>19,576</b>	<b>33,100</b>	<b>43,403</b>	<b>44,715</b>
<b>Expenditure</b>							
<b>GROUNDS MAINTENANCE</b>							
GM Contract 2016/2020	53,450	52,000	52,000	0	52,000	53,560	55,167
Playground Inspections	8,800	8,300	8,300	0	8,549	8,805	9,070
Playground Repairs	5,200	7,000	6,000	1,000	7,210	7,426	7,649
Parks furniture	3,820	5,000	5,000	0	5,150	5,305	5,464
Signage	180	1,600	1,600	0	1,648	1,697	1,748
Pest Control	0	550	0	550	570	587	605
Tree Surgery	1,000	8,000	8,000	0	8,240	8,487	8,742
	<b>72,450</b>	<b>82,450</b>	<b>80,900</b>	<b>1,550</b>	<b>83,367</b>	<b>85,868</b>	<b>88,444</b>
<b>HORLEY RECREATION GROUND</b>							
Maintenance	5,835	2,000	2,000	0	2,060	2,122	2,185
Café in the Park	0	3000	0	0	2,000	2,060	2,122
Memorial & Ornamental Gdns	2,205	5,000	2,000	3,000	5,150	5,305	5,464
	<b>8,040</b>	<b>10,000</b>	<b>4,000</b>	<b>3,000</b>	<b>9,210</b>	<b>9,486</b>	<b>9,771</b>
<b>COURT LODGE &amp; INNES PAVILION</b>							
Rent to RBBC	1	1	1	0	1	1	1

	2019/20	2020/21	2020/21		2021/22	2022/23	2023/24
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection
Refurbishment/Repairs	4,400	5,000	5,000	0	5,150	5,305	5,464
Football Pitches posts/repairs	225	1,000	1,000	0	1,030	1,061	1,093
Football Pavillion cleaning costs	2,351	2,200	2,200	0	2,300	2,369	2,440
Telephone	312	600	0	600	0	0	0
Rates	0	0	0	0	0	0	0
Security	140	0	0	0	0	0	0
Boiler/Heating Maint Contract	800	820	1,000	-180	1,000	1,030	1,061
Innes Pavillion utilities	3,153	2,600	2,800	-200	2,600	2,678	2,758
<b>Total</b>	<b>11,382</b>	<b>12,221</b>	<b>12,001</b>	<b>220</b>	<b>12,081</b>	<b>12,443</b>	<b>12,817</b>
<b>MICHAEL CRESCENT</b>							
Rates & Utilities	566	740	720	20	740	762	785
Bldg and Grounds	3,593	2,000	900	1,100	2,000	2,060	2,122
	<b>4,159</b>	<b>2,740</b>	<b>1,620</b>	<b>1,120</b>	<b>2,740</b>	<b>2,822</b>	<b>2,907</b>
<b>EMLYN MEADOWS</b>							
Emlyn Meadows	216	500	500	0	500	515	530
	<b>216</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>515</b>	<b>530</b>
<b>ALLOTMENTS</b>							
Church Rd Maintenance & repair	1970	1,800	1,800	0	1,850	1,906	1,963
Church Rd Utilities	50	500	700	-200	520	536	552
Langhott Maintenance and Repair	4,815	2,500	2,500	0	2,600	2,678	2,758
Langhott Utilities	12	900	900	0	920	948	976
	<b>6,847</b>	<b>5,700</b>	<b>5,900</b>	<b>-200</b>	<b>5,890</b>	<b>6,067</b>	<b>6,249</b>
<b>TOWN CENTRE</b>							
Flower baskets, beds and planters	7,912	8,500	8,500	0	8,755	9,018	9,288
Sponsorship	-200	-600	-525	-75	-500	-515	-530
Horley in Bloom	1,434	2,100	0	2,100	1,600	1,648	1,697
Christmas Tree	1,148	1,900	1,900	0	1,957	2,016	2,076
	<b>10,294</b>	<b>11,900</b>	<b>9,875</b>	<b>2,025</b>	<b>11,812</b>	<b>12,166</b>	<b>12,531</b>
<b>SECURITY</b>							
Security Patrols	6,150	5,500	8,000	-2,500	5,665	5,835	6,010
CCTV Installation	11,265	12,000	11,000	1,000	2,000	2,060	2,122
CCTV Maintenance	425	1,000	1,000	0	3,500	3,605	3,713
CCTV Broadband Connection	1,062	1,000	1,200	-200	2,000	2,060	1,000
	<b>18,902</b>	<b>19,500</b>	<b>21,200</b>	<b>-1,700</b>	<b>13,165</b>	<b>13,560</b>	<b>12,845</b>
<b>Total L&amp;A Expenditure</b>	<b>132,290</b>	<b>145,011</b>	<b>135,996</b>	<b>6,015</b>	<b>138,765</b>	<b>142,928</b>	<b>146,094</b>
<b>Total L&amp;A Income</b>	<b>35,908</b>	<b>39,076</b>	<b>19,500</b>	<b>19,576</b>	<b>33,100</b>	<b>43,403</b>	<b>44,715</b>
<b>L&amp;A Precept Requirement</b>	<b>96,382</b>	<b>105,935</b>	<b>116,496</b>	<b>-13,561</b>	<b>105,665</b>	<b>99,525</b>	<b>101,379</b>
<b>FULL COUNCIL</b>							
Café in the Park PWLB @ 1.55%	13,778	27,556	27,566	-10	27,556	27,556	27,556
Churchyards Grant	6,400	6,550	6,550	0	6,550	6,550	6,550
HTC Grants Scheme	1,350	1,000	1,450	-450	3,000	1,000	1,000
	<b>21,528</b>	<b>35,106</b>	<b>35,566</b>	<b>-460</b>	<b>37,106</b>	<b>35,106</b>	<b>35,106</b>
<b>Net Spend</b>	<b>366,653</b>	<b>443,036</b>	<b>445,009</b>	<b>-6,373</b>	<b>451,094</b>	<b>451,284</b>	<b>464,368</b>

## RESERVES REPORT

Name	1.4.20	Earmark	Expenditure	Transfer	1.4.21	Estimated Date of Use	Notes
<b>General Reserves</b>	<b>211,939.00</b>		-£ 16,435.00	-£ 12,000.00	£ 183,504.00		spend on café from Generasl
<b>Earmarked Funds</b>							
CIL	£ 22,827.00	£ 16,465.00	£ 23,785.00		£ 15,507.00	2021	tbc
Election Contingency	£ 11,243.95				£ 11,243.95		Vire to Café
Parks and Playgrounds	£ 48,360.00		£ 10,000.00		£ 38,360.00	2021	lamposts,railings, etc
Edmonds Hall	£ 5,000.00					2021	Vire to Commercial Hub
Café	£ 14,000.00	£ 55,000.00	£ 69,000.00	£ 27,000.00	£ 27,000.00		Amount of retention of contract
Commercial Hub Project					£ 5,000.00		
<b>Total Earmarked Funds</b>	<b>£ 101,430.95</b>	<b>£ 71,465.00</b>	<b>£ 102,785.00</b>	<b>£ 27,000.00</b>	<b>£ 97,110.95</b>		
<b>Total Reserves</b>	<b>£ 313,369.95</b>	<b>£ 71,465.00</b>	<b>£ 86,350.00</b>	<b>£ 27,000.00</b>	<b>£ 280,614.95</b>		

## Precept and Banding Calculator

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£404,676	<b>Precept</b>	£428,088	5.79%
10,191.7	<b>Tax Base</b>	10,313.3	1.19%
£39.71	<b>Band D</b>	£41.51	4.54%
	<b>Band D increase per £1,000 precept rise</b>	£0.10	

### Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£26.47	<b>Band A</b>	£27.67	£0.02
£30.88	<b>Band B</b>	£32.28	£0.03
£35.29	<b>Band C</b>	£36.90	£0.03
£39.71	<b>Band D</b>	£41.51	£0.03
£48.53	<b>Band E</b>	£50.73	£0.04
£57.35	<b>Band F</b>	£59.96	£0.05
£66.18	<b>Band G</b>	£69.18	£0.06
£79.41	<b>Band H</b>	£83.02	£0.07

### Instructions for use

Enter the relevant figures into boxes a,b,c and d and the spreadsheet will work out the calculations. DO NOT enter any figures into any of the other boxes or you will lose the pre-set calculations.

## **PRESS RELEASE (BUDGET SPEECH) - Horley Town Council - Precept for 2021/2022**

On behalf of Horley Town Council, I would like to announce that the Precept for 2021/2022 has been set at a total net figure of **£428,088**. This means that the Town element of Council Tax will be an average annual amount of **£41.51** per household, representing an annual increase of £1.81 per Band D property (+ **4.56%**). **This figure is below last year's Surrey average of £44.98 for Town and Parish Councils and well below the National Average figure which last year was £69.89.**

Horley Town Council remains fully committed to delivering **all its services** and pursuing continuing enhancements to our parks and playgrounds. We are very pleased to announce recent completion of the Café Pavilion at Horley Recreation Ground and to have reached the conclusion of this major capital project despite many difficult challenges during unprecedented times this year. We are delighted to provide this new contemporary community building with toilets and baby changing facilities along with a larger car park and attractive landscaping. It is hoped that, along with the refurbished tennis courts, it will be seen to transform Horley Recreation Ground into a flagship park and creating a real legacy for the Horley community. We expect that the Café operator will be able to begin trading early in the New Year, subject to Government guidance on restrictions to prevent the transmission of COVID-19.

As for everyone, it has been a very challenging year for the Town Council with a significant loss of rental income and increased costs due to the COVID-19 pandemic. The prudent management of our budgets over the preceding years has stood us in good stead and, while this year the key focus will be on consolidating our financial position, we remain optimistic for the future and seek to support Horley in meaningful and innovative ways.

The Town Council will continue to support St Bartholomew's New Churchyard and has made provision for a sum of up to **£6,550** towards its grounds' maintenance budget, subject to the approval of a grant application from the Church. In addition, the Council has decided to increase its Grant Scheme budget to enable it to support more small local charitable projects which we hope will be especially helpful as we come out of the current pandemic situation.

Surveillance cameras have been upgraded at both Horley Recreation Ground and Court Lodge Fields. The Town Council will continue to implement regular patrols in all its parks for extra security and public safety, as well as pursuing other crime prevention measures, following guidance from the Crime Reduction Officer.

The Council is delighted to be able to again make provision for superb floral displays around the town for the benefit of residents and visitors. We are grateful for the continued support of County Councillors who support the flower planters at Horley Row and Court Lodge. We would also like to extend a note of thanks to the many local groups and businesses for their continued support in the community through sponsorship. The Horley in Bloom Competitions will continue free of charge for local residents and the Town Council will of course continue to provide the town centre Christmas Tree.

The Town Council will continue to seek funding from appropriate bodies and will have additional earmarked funds for ongoing grounds and playgrounds improvements together with new projects in the future. Detailed information on the budget will be made available on our website or from the Town Council offices.

Horley Town Council remains committed to delivering and enhancing facilities and opportunities in the Town, both through direct funding and by working in partnership with other organisation, based upon what matters most to Horley residents.

***On a final note, on behalf of our members, I would like to invite all Horley residents to sign up to our free monthly eNewsletter from the home page of our website to be kept regularly informed about Horley Town Council's business and community activities. Thank you.***

**Cllr Helen Kitajewski, Chairman Finance & General Purposes Committee 15 December 2020**



**HORLEY TOWN PLAN  
DELIVERY WORKING GROUP**

**December 2020**

No.	Potential Project	Details	Estimated Funding	HTC Decision
1	<b>Michael Crescent Centenary Park</b>	<p>Demolition of the former Scout Hut building.</p> <p>Build a new building – the size etc to be determined – to accommodate a local radio station + the potential for community activities such as internet café, training, AI and so on.</p> <p>There is currently a covenant by Surrey County Council on the land which indicates that it is to be only used for recreational purposes.</p> <p>This could be badged as part of the Queen’s Platinum Jubilee</p> <p style="text-align: right;"><b><u>Community</u></b></p>	£750,000 to £1,000,000	
2	<b>Innes Pavilion, Sports Court Lodge</b>	<p>Refurbishment of the changing rooms.</p> <p style="text-align: right;"><b><u>Sports &amp; Community</u></b></p>		



3	<b>Horley Recreation Ground</b>	<p>Replacement of lamp posts.  Replacement of railings.  Develop a non-permanent ingress/egress point between the garden and Vicarage Lane to replace the existing structure and improve access for events.  Widen the main entrance to provide access to larger vehicles and a barrier entrance into the Recreation Ground</p> <p style="text-align: right;"><b><u>Community</u></b></p>		
4	<b>Horley Town Council Offices</b>	<p>Undertake with appropriate experts a detailed review and analysis and consider:-</p> <p>expansion of building, possibly into roof space;  additional building in current curtilage;</p> <p>this is in light of local government review and potential plans for creating unitary local authorities.</p> <p style="text-align: right;"><b><u>Community</u></b></p>		
5	<b>Horley Town Council Offices</b>	<p>Undertake with appropriate experts a detailed review and analysis and consider:-</p> <p>installation of solar panels;  installation of ground heat pumps;  car charging points;  Power storage in batteries;  any other environmental measure to reduce the impact on the environment.</p> <p style="text-align: right;"><b><u>Environment</u></b></p>		

# Reigate & Banstead Borough Council and Horley Town Council

## Minutes from the Liaison Meeting

held at: Reigate Town Hall

on: 1 December 2020 at 6.00 pm

Present:

### **Reigate & Banstead Borough Council (RBBC)**

**Councillors:** Mark Brunt, Leader, and Tony Schofield Deputy Leader and Executive Member for Finance and Governance

**Officers:** Frank Etheridge, Caroline Waterworth and Liane Dell

### **Horley Town Council (HTC):**

**Councillors:** Richard Biggs, David Powell, Mike George, Samantha Marshall, Simon Marshall and Helen Kitajewski

**Officers:** Carol Fenton and Judy Morgan

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## 1. Apologies for absence

Apologies for absence had been received from Joan Walsh.

## 2. Minutes

The minutes from the meeting held on 12 December 2019 were agreed.

## 3. Discussion items

### **RBBC**

#### **1. Possible arrangements and responsibilities for 2021 RBL Remembrance Parade**

It was noted that the Royal British Legion would now not be insuring local Remembrance Parades. HTC had made enquiries with its insurer, but they would not insure the event. **Action:** It was agreed that RBBC would check the terms of its insurance to see if this event could be covered by its insurer or whether an adjustment to the policy could be made so that it was covered. Further consideration as to how such events were organised and delivered would be needed if the insurer also had to be the organiser.

#### **2. Upgrade on Horley Town Centre regeneration projects through 'Delivering Change' scheme**

It was stated that Surrey County Council had indicated that they were supportive of some of the suggested changes and discussions had been held with local businesses in the town centre regarding the regeneration project.

Two of the town centre car parks would become pay on exit and payment could be made using either Ringo, cashless payment or using cash. The system would use number plate recognition technology. Tenders had been received from 6 companies

to undertake the work and these were currently being evaluated. Work was due to be completed by April 2021.

Parking would remain free after 6:00PM and should help with driving the Town's evening economy. Consideration was also being given to allowing the first 20 or 30 minutes of parking to be free. This system would free up Parking Enforcement Officers to patrol other areas more often.

The High Street park development would be moving forward, and this was explained. A further update would be given when the project was further forward. Councillors discussed issues with the subway and it was stated that there were cracks in the railway bridge.

### **3. Update on the Horley Strategic Business Park**

The Supplementary Planning Document is moving forward and contributions are being collected from various parties. Public consultation would be held in June/July 2021 and this would be shared with HTC via a presentation. The website for the project would be updated and an update on the Town Park was given.

It was stated that trees had been removed at the Meadowcroft House site over the weekend without permission. The site had since been visited by Officers and the Forestry Commission and TPOs had now been gained for the rest of the site. The Forestry Commission would be taking action against those responsible.

This land was part of the total development of the business park, however it was thought that not all the trees would have needed to be felled as part of the development. The development of the business park should be positive for the area and this was being marred by this act. Communication messages regarding this were ready to go out from RBBC and emails that had been received regarding the issue had been responded to and these had been positively received.

The Planning Department, as part of the SPD, would include TPOs for groups of trees and would be working with Communications to show RBBC was acting responsibly; RBBC was hoping to increase biodiversity on the site.

R Biggs and T Schofield were thanked for visiting the site.

### **4. Environmental Projects by RBBC and HTC**

The Town Council wanted to run some environmental projects and was looking to restart talks with RBBC on this. RBBC had £250,000 for its environmental strategy and conversations could begin with the Sustainability Project Officer in the new year with HTC.

### **5. Proposed Horley Commercial Hub**

HTC had embarked on a project with the Chamber of Commerce to provide a commercial hub post COVID-19. This would offer meeting rooms, hot desking and pop up shops as an example in order to support the commercial world. A site in Russell Square had been identified and a meeting had taken place there. County Councillors had been briefed as it was hoped funding could be gained from 'Your Fund'. There had also been interest from the DWP.

M Brunt agreed to make introductions between HTC and LEP as they would be interested in funding projects in the borough that were ready to bring online. This would also be picked up via RBBC's Business Recovery Programme.

R Biggs left the meeting at 6:49PM

## **6. Impacts on budgets and services over the next few years resulting from COVID-19**

In the current financial year, RBBC had lost approximately £1.6million of income from parking and from the Harlequin Theatre. RBBC had prepared its 2021/22 budget and these losses had been built in. This year the Council was closely monitoring its expenses over and above its normal work. A claim had been submitted for its lost commercial income. In terms of fees and charges the Council made a claim to Government for £1.7million and following deductions received back just over £1million. RBBC was carefully using some reserves and it was anticipating a shortfall of £500,000 in 2021/22; this was a balanced budget. RBBC would not be cutting any services.

HTC was facing similar issues with income having taken a hit and unexpected expenditure due to the COVID-19 pandemic, however they were unable to claim any money back. HTC were trying not to raise the precept too much as it recognised some residents were struggling financially. HTC were also not cutting any services and felt positive for the future although recovery would take time. A high-quality café was opening in January and Councillors from RBBC were welcome to visit.

HTC wanted to thank RBBC for renewing the agreement for devolved services.

In relation to Council Tax, there had been an adjustment to the equivalent of band D properties as more residents needed help with their Council Tax. Overall however, Council Tax receipts were holding up and RBBC was one of the best in the country at collecting Council Tax.

54% of refuse was currently being recycled and RBBC was now being paid for its cardboard.

## **7. Elections – May 2021 (COVID-19 security)**

Unless there was a byelection in 2021, HTC would not be holding an election.

RBBC was in the process of setting up a resilient approach for elections in 2021 and plans were being made for a COVID secure set up.

## **8. COVID-19 Tiers**

It was stated that when tiers legislation came into force, RBBC would be monitoring public gathering guidance (particularly with respect to carol singing) and this would be shared with HTC.

Previously playgrounds had to be closed because too many people were gathering.

## **4. Any Other Business**

There was no other business to consider.

**5. Date of next meeting**

It was agreed that it would be sought to hold the next meeting in and around March 2021, with details to be arranged following the meeting.

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The meeting closed at 7:17 p.m.

# HORLEY TOWN COUNCIL

**Joan Walsh**  
**Town Clerk**  
**Council Offices, 92 Albert Road**  
**Horley, Surrey RH6 7HZ**  
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## **The Committee on Standards in Public Life Standards Matter 2: Public Consultation**

By email: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)

16 December 2020

Dear Sirs,

Thank you for providing Horley Town Council with an opportunity to respond to this important public consultation on Standards in Public Life.

As an independent public sector body, we are the first of the three tiers of local government and the one closest to the community with our own set of responsibilities and statutory functions. We also work in partnership with our borough and district councils along with many other outside bodies, community and voluntary groups. Our Council is run independently and is controlled by its own set of 18 democratically elected councillors. The reputable image of Horley Town Council is of paramount importance to all Members and Officers and we feel this review undertaken by CSPL is essential to ensure the highest level of ethical standards are maintained by public office holders at all times.

Our responses to the questionnaire are from Horley Town Council as a whole and are shown below:

### **Consultation Questions:**

#### ***Question 1: Standards of Conduct in the UK***

##### ***A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?***

At a local level, we believe that ethical standards as enshrined by the Seven Principles of Public Life are upheld very well along with best practice that should be followed by town and parish councils like ourselves.

##### ***B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?***

We do not believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years. At HTC we continue to follow the Member Code of Conduct set by our local principal authority to maintain the highest ethical standards. The Member Code of Conduct has the Seven Principles of Public Life embedded within it. However, we feel that the Code should be kept under regular review so that recommendations for improvement can be made as necessary.



**C. What do you see as the most significant threats to ethical standards in public life today?**

We see social media as the most significant threat to ethical standards in public life. Social media is sometimes used to significantly damage the good standing and reputation of a local authority by making allegations which are unfounded and for which there is no supporting evidence. It can be misused to further inhibit an organisation's aims by disparaging the Council, leading to the conclusion that Councillors are not upholding ethical standards even though they continue to do so. This can be very difficult to combat.

**Question 2: The Seven Principles of Public Life**

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?**
- B. Having considered each one individually, we believe that the Seven Principles of Public Life do accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office holders.**
- C. Would you amend or replace any of the principles or their descriptors? If so, how?**

We are satisfied with all seven Principles and would not seek to amend or replace any of them or their descriptors since they provide clarity and are relevant to how Members should conduct themselves during their term of public office.

**Question 3: The UK's arrangements for regulating standards**

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?**

In our experience, we are confident that the UK's arrangements for regulating ethical standards are robust and effective.

- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?**

Within this context, we are most fortunate and have no knowledge or experience of the regulation of ethical standards in public life as being in any way ineffective. We therefore believe that the UK's arrangements for regulating ethical standards are robust and there are no areas where the regulation is not sufficiently strong.

**Question 4: Best practice in standards regulation**

- A. What makes an effective standards regulator?**

An effective standards regulator should, in our view:

- set out a clear brief of its function and keep those accountable to it as a regulatory body fully informed;
- provide regular support and guidance on ethical standards to be met by individuals in their roles of public office;
- demonstrate transparency in its function and delivering outcomes in the event serious breaches being reported;
- is committed to unbiased decision-making and fairness in the public interest;
- demonstrate openness in its function and is held to the same ethical standards and principles as a regulatory body.



**B. Do the UK's standards regulators have the right powers and remit to act effectively?**

We have no experience of action taken by the UK's standards regulators to give an informed view but feel the level at which it currently operates seems satisfactory.

**c. Should the independence of standards regulators be enhanced and protected, and if so, how?**

We do not believe that the independence of standards regulators should be enhanced but it should certainly be protected.

**Question 5: Creating ethical cultures**

**A. How can the Seven Principles best be embedded within a public sector organisation's working culture?**

At HTC, we believe that by following the Model Member Code of Conduct used by our principal authority which has the Seven Principles embedded within it, enables us to clearly demonstrate the highest ethical standards and our accountability to the community we serve.

**B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?**

From our point of view the most significant obstacles are:

- lack of guidance for lower council tiers such as ourselves on processes that follow an alleged breach of the Member Code of Conduct reported by us to the principal authority;
- lack of information on grievance and disciplinary procedures to be followed during an investigation;
- lack of feedback on the final outcome of an alleged breach following an investigation;
- lack of transparency on the use of sanctions if these are to be imposed.

In conclusion, we would like to state that we hope our responses to the questionnaire as a local government authority will be given due consideration. We also wish to contribute to the continued debate about ethical standards for holding those in public office to account. We are fortunate in that we have very limited experience of interacting with standards regulation. However, we feel that there is a lack of openness and transparency about how standards regulation works in practice and, as such, further limits our contribution. We look forward to hearing the outcomes of this consultation in due course.

Yours faithfully,



Town Clerk



## HORLEY TOWN COUNCIL

### Member Code of Conduct

#### Part 1 – Provisions of the Code

##### 1.1 Interpretation

- 1) This Code applies to you as a member of the authority, when acting in that capacity.
- 2) This Code is based upon seven principles fundamental to public service, which you must have regard to, in order to comply with the Code. The seven principles are:

**Selflessness:** Members should act solely in terms of the public interest.

**Integrity:** Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Objectivity:** Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Members should be truthful.

**Leadership:** Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

- 3) It is your responsibility to comply with the provisions of this Code. If you need guidance on any matter about this Code you should seek it from the Monitoring Officer, or your own legal advisor.
- 4) It is a criminal offence to fail to notify the Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly provide false or misleading information to the Monitoring Officer.

- 5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding –
  - a) whether to take action in relation to you, and
  - b) what action to take.
- 6) Members must comply with any reasonable request by the Monitoring Officer regarding the provision of information in relation to a complaint that alleged a breach of the Code of Conduct, and must comply with any formal standards investigation.
- 7) Members must not misuse this Code by, for example, making trivial or malicious allegations against another Member.

## 1.2 Scope

- 1) You must comply with this Code whenever you:
  - a) conduct the business of the authority, which includes the business of the office to which you are elected or appointed; or
  - b) act, claim to act or give the impression you are acting as a representative of your authority.
- 2) Where you act as a representative of your authority:
  - a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## 1.3 Obligations

### 1) You must not:

- a) conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute
- b) do anything which may cause your authority to breach any of its equality duties (in particular set out in the Equality Act 2010)
- c) demonstrate objectively unacceptable behaviour, including, but not limited to:
  - i) bullying or harassment, including, without limitation: spreading malicious rumours, or insulting someone by word or behaviour, being offensive, intimidating, or misusing power to undermine, humiliate, denigrate or injure the recipient.
  - ii) copying written material, including emails, that are personally critical about someone, or continuing an email chain designed to seek to criticise someone
  - iii) ridiculing or demeaning someone - picking on them or setting them up to fail, such as testing someone's knowledge, or 'putting them on the spot' in order to prove that they are inexperienced or incompetent

- iv) exclusion or victimisation, including excluding someone from a meeting that they would otherwise be entitled to attend, or ostracising someone for having not agreed with you
- v) unfair treatment, or treatment that could be perceived to be unfair
- vi) overbearing supervision or other misuse of power or position, such as not respecting the delineation of roles and responsibilities as set out in the Member / Officer protocol, for example repeat emails to a junior officer requesting updates
- vii) making threats or comments about job security, such as asking someone when they were considering retirement
- viii) deliberately undermining a competent employee by overloading or constant criticism, either in meetings or in written format, or indirectly in the media, or with residents
- ix) preventing individuals progressing by intentionally blocking promotion or training opportunities, as a consequence of your perception of something that they had done
- x) invading someone's personal space, by standing or sitting too close to them
- xi) speaking, or writing to someone in an overbearing manner, seeking to highlight or correct minor inconsequential matters
- xii) using aggressive body language, such as pointing, or preventing access to a room or preventing access to documentation
- xiii) undermining or belittling someone, by seeking an alternative view from someone at another authority or elsewhere for the specific purpose of undermining someone at the Council
- xiv) unwelcome advances - touching, standing too close, asking for favours, making a decision on the basis of advances being accepted or rejected
- xv) making abusive, derogatory, patronising, suggestive or sexualised comments or sounds, particularly in meetings which are webcast, or on voicemails
- xvi) making jokes or insulting gestures or facial expressions, what you may identify as a joke may not be perceived as a joke by others
- xvii) ridicule, for example mocking the way something has been written or said and repeatedly mentioning it thereafter
- xviii) offensive e-mails, tweets or comments on social networking sites, where you are acting in your role as a Member
- xix) trolling via social networking sites, where you are acting in your role as a Member
- xx) threats of aggression or intimidation, such as seeking to persuade someone to change their opinion or, in the case of a Member, the way they were considering voting
- xxi) making false and malicious assertions, such as commenting on perceived pecuniary interests of Members, or emphasising some information that you do not know to be true
- xxii) intrusive questioning about private matters, such as someone's relationship status, pastimes or private interests

- xxiii) display of offensive material, or material that may be perceived as offensive by a designated group of people, such as the wearing of offensive badges, ties or clothing, or by the posting of written material on social media or in hard copy format
  - xxiv) comments on dress or appearance, even when you think that would be complementary
  - xxv) any of the behaviours listed above, occurring separately or cumulatively.
- d) Intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be:
    - i) a complainant
    - ii) a witness; or
    - iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with the Code; or
  - e) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority
  - f) use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage
  - g) prevent another person from gaining access to information to which that person is entitled by law
  - h) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where
    - i) you have the consent of the person authorised to give it
    - ii) you are required by law to do so
    - iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
    - iv) the disclosure is
      - reasonable and in the public interest; and
      - made in good faith and in compliance with the reasonable requirements of the authority.

## **2) You must**

- a) treat others with respect, and robustly challenge poor behaviour of other Members, including, but not limited to the behaviours set out at 1) 3) c), above.
- b) when using or authorising the use by others of the resources of the authority
  - i) act in accordance with the authority's reasonable requirements
  - ii) act in compliance with the requirements of the Bribery Act 2010
  - iii) ensure that such resources are not used improperly for political purposes; and
  - iv) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986
- c) when reaching decisions on any matter, have regard to any advice provided to you by:
  - i) the Chief Finance Officer
  - ii) the Monitoring Officer
 where that officer is acting pursuant to their statutory duties
- d) give reasons for all decisions in accordance with statutory requirements and any reasonable additional requirements required by the authority.

## Part 2 – Interests

### 2.1 Personal Interests

- 1) The interests described in paragraphs 3 and 4 are your **personal interests**, and the interests described in paragraph 5 are your **pecuniary interests** which are **disclosable pecuniary interests** as defined by section 30 of the Localism Act 2011.
- 2) If you fail to observe Parts 2 and 3 of the Code in relation to your interests –
  - a) The authority may deal with the matter in accordance with paragraph 1, 5) of this Code
  - b) If the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as described in paragraph 1, 4)
- 3) You have a personal interest in any business of your authority where either –
  - a) it relates to or is likely to affect –
    - i) any body of which you are a Member or in a position of general control or management and to which you are appointed or nominated by your authority
    - ii) any body –
      - exercising functions of a public nature
      - directed to charitable purposes; or
      - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
      - of which you are a member or are in a position of general control or management
    - iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25; or
  - b) a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a **relevant person** to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the Ward, affected by the decision.
- 4) A **relevant person** is –
  - a) a member of your family or a close associate; or
  - b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
  - c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
  - d) any body of a type described in paragraph 3 a i) or ii)

### Disclosable pecuniary interests

- 5) You have a **disclosable pecuniary interest** as defined by section 30 of the Localism Act 2011 in any business of your authority where i) you or ii) your partner (which means your spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) has an interest as described below:

<b>Interest</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses, incurred by a Member in carrying out duties as a Member, or toward the election expenses of a Member. This includes and payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority a) under which goods or services are to be provided or works are to be executive; and b) which has not been fully discharged.
Land	Any beneficial interest in land which is with the area of the relevant authority.
Licenses	Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy, where to the Member's knowledge a) the landlord is the relevant authority; and b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body or place where a) that body, to the Member's knowledge) has a place of business or land in the area of the relevant authority; and b) either i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issues share capital of that body; or ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds exceeds one hundredth of the total issued share capital of that class.

- 6) In paragraph 5, any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.

### **Gifts and Hospitality**

- 7) A Member must, within 28 days of receiving any gift, benefit, or hospitality over the value of £25, provide written notification to the authority's Monitoring Officer of the existence and nature of that gift or hospitality.

## 2.2 Disclosure of Personal Interests

- 1) Subject to paragraphs 2-5 below, where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. This applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 2) Where you have a personal interest but, by virtue of paragraph 3.2, sensitive information relating to it is not registered in your authority's register of Members' interests, you must indicate to the meeting that you have a personal interest and, if so applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.
- 3) Subject to paragraph (5 (1) b) , where you have a personal interest in any business of your authority and you have made an executive decision (in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000) on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

## 3. Prejudicial Interest

- 1) Subject to paragraph 2, where you have a personal interest in any business of your authority, you also have a prejudicial interest in that business where either:
  - a) the interest is a disclosable pecuniary interest as described at 5 above; or
  - b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment of the public interest.
- 2) For the purposes of paragraph (3(1)) above, you do not have a prejudicial interest in any business of the authority where that business:
  - a) does not affect your financial position or the financial position of a person or body described in paragraph (2.1(5));
  - b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph (2.1(5)); or
  - c) relates to the functions of your authority in respect of:
    - i) housing, where you are a tenant of your authority provided that those functions
    - ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
    - iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay;



- iv) an allowance, payment or indemnity given to Members;
- v) any ceremonial honour given to Members; and
- vi) setting Council Tax or a precept under the Local Government Finance Act 1992.

#### **4. Interests arising in relation to the Overview and Scrutiny function**

You also have a personal interest in any business before an overview and scrutiny committee of your authority (or a sub-committee) where:

- a) that business relates to a decision made (whether implemented or not) or action taken by the Executive, or another committee of the authority; and
- b) at the time the decision was made or action was taken, you were a Member of the Executive, or committee, and you were present when that decision was made or action was taken.

#### **5. Effect of Prejudicial Interests on Participation**

- 1) Subject to paragraphs 2 and 3 below, where you have a prejudicial interest in any matter in relation to the business of the authority:
  - a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held
    - i) in a case where paragraph 2 below applies, immediately after making representations, answering questions or giving evidence;
    - ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;unless you have obtained a written dispensation from the Monitoring Officer or Standards Committee
  - b) you must not exercise Executive functions in relation to that matter; and
  - c) you must not seek improperly to influence a decision about that matter.
- 2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph (2.1(5)), you may attend a meeting (including a meeting of the Overview and Scrutiny committee) but only for the purposes of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- 3) Where you can have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph (2.1(5)), arising solely from membership of any body described in (2.1 (3)(a)(i)) or (2.1(3)(a)(ii)(a)) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

## Part 3 - Registration of Interests

### 3.1 Registration of Members' Interests

- 1) Subject to section 2 below, you must, within 28 days of
  - a) this Code being adopted by the authority; or
  - b) your election or appointment to office (where that is later), register in the register of Members' interests details of –
    - i) your personal interests where they fall within a category mentioned in paragraph (2.1)(3)(a) and
    - ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph (2.1)(5) by providing written notification to the Monitoring Officer.
- 2) You must, subject to section 2 below, within 28 days of becoming aware of any new personal interest falling within paragraph (3.1)(1)(b)(i) or (3.1)(1)(b)(ii) or any change to a personal interest registered under paragraph (3.1)(1)(b)(i) or (3.1)(1)(b)(ii), register details of that new personal interest or change by providing written notification to the Monitoring Officer.

### 3.2 Sensitive Information

- 1) Where you consider that the information relating to any of your personal interests is sensitive information, and the Monitoring Officer agrees, the Monitoring Officer shall not include the details of the interest on any copies of the register of Members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- 2) You must, within 28 days of becoming aware of any change of circumstances which means that information.
- 3) In this Code, 'sensitive information' means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## Part 4 – Dispensations

- 1) The Standards Committee, or the Monitoring Officer may, on written request made to the Monitoring Officer by a Member, grant a dispensation relieving the Member from either, or both, of the restrictions in paragraph (5 (1)(a)) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- 2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Standards Committee or the Monitoring Officer
  - a) considers that without the dispensation, the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;

- b) considers that without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
  - c) considers that granting the dispensation is in the interests of persons living in the area of the authority;
  - d) considers that without the dispensation each Member of the Executive (where the matter is an Executive function) would be prohibited by part 2 (3) from participating in any particular business to be transacted by the Executive; or
  - e) considers that it is otherwise appropriate to grant a dispensation.
- 3) A dispensation must specify the period for which it has effect, and the period specified may not exceed 4 years.
- 4) Part 2 (3) does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

## **Part 5 – Council Tax Arrears**

- 1) Section 106 of the Local Government Finance Act 1992 restricts the rights of Members who are two months or more in arrears with their Council Tax payments. Any such Member must disclose the fact and must not vote at any meeting on decisions being taken which might affect the level of Council Tax or the arrangements for administering it. Failure to comply is a criminal offence.

## **Annex to this code – definitions**

‘Authority’ means Horley Town Council (in association with Reigate & Banstead Borough Council acting as ‘the Principal Authority’)

‘Code’ means this Code of Conduct

‘Committee’ includes any sub-committee, or other body, howsoever named, discharging the function of a Committee for the time being

‘co-opted member’ means a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority
- b) is a member, and represents the authority on, any joint committee of the authority and who is entitled to vote on any question that falls to be decided at any meetings of that Committee

‘meeting’ means any meeting of:

- a) the authority;
- b) the executive of the authority;
- c) any meeting of the authority’s or its executive’s committees, sub-committees, joint committees, joint-sub committees, or area committees

‘Member’ includes a co-opted Member

‘register of Members’ interests’ means the authority’s register of Members’ pecuniary and other interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

***This Member Code of Conduct was adopted by Horley Town Council  
at its Full Council Meeting held on 15 December 2020.***

## TREE SURVEY SCHEDULE

### Horley Recreational Ground

**14/10/2020**

**Ref:** CTS-ON51-tss-01 Horley Recreational Ground

**Author:** GP | **Checked by:** RF | **Date checked:** 19/10/2020

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County Tree Surgeons  
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## Tree Survey Schedule Horley Recreational Ground

<p>This document is based on a site visit and inspection undertaken by Glen Poole of County Tree Surgeons Ltd. on Wednesday 15th October 2020. Conditions throughout the survey were overcast with occasional showers; deciduous trees were in full leaf.</p> <p>The dimensions and assessments of the trees contained within this document reflect their condition at the time of the survey. We surveyed the trees from within the boundaries of the site only. The presence of additional physiological or structural defects that are only visible in views from external viewpoints cannot be discounted.</p> <p>All trees were surveyed from ground level only, aided by the use of binoculars where considered necessary, in accordance with the recommendations set out within the Visual Tree Assessment (VTA) methodology developed by Claus Mattheck and Helge Breloer (D.O.E booklet research for amenity trees No. 4, 1994).</p> <p>Continual growth, environmental changes and adverse weather may lead to changes in the physiology, morphology, structure and life expectancy of any individual tree. Subsequently, the information within this document cannot be relied upon for more than three years following the date of survey, or after any significant adverse weather.</p> <p><b>1. ID</b> Globally unique identification reference</p> <p><b>2. Species</b> Botanical names, shown in italics.</p> <p><b>3. Height</b> Estimated with the aid of a clinometer or laser rangefinder, given in metres.</p> <p><b>4. Trunk type</b> Description of trunk habit (single, twin, multi, group or woodland)</p> <p><b>5. Trunk diameter</b> Trunk diameter measured at 1.5m, unless stated otherwise, given in metres</p> <p><b>6. Spread</b> Average extent of branches from the centre of the trunk, given in metres (0-5, 5-10, 10-15, 15-20 or 20+)</p>	<p><b>7. Age class</b> Based on the ultimate sizes of the species in question, and the site characteristics (young, early mature, semi-mature, mature, post-mature, near veteran or veteran).</p> <p><b>8. Condition</b> Assessment of the tree's general health, biological function, and structural condition, taking into account a healthy specimen of its size, age, species and location.</p> <p><b>9. Next inspection date</b> Proposed date of follow-up survey</p> <p><b>10. Requirement</b> Identification of required tree surgery or removal works, based on the findings of the inspection, as defined by British Standard BS 3998:2010 '<i>Tree works - Recommendations</i>'.</p> <p><b>11. Requirement option</b> Additional information of required work, including extent of reduction works or crown lifting.</p> <p><b>12. Priority</b> Rating of priority for prescribed tree surgery or removal works, as defined below:</p> <p><b>0 - Emergency works</b> <b>1 - Within four weeks</b> <b>2 - Within six months</b> <b>3 - Within one year</b> <b>4 - Within three years</b></p>
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## Tree Survey Schedule Horley Recreational Ground

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00CL	<i>Platanus hispanica</i>	9-15m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CM	<i>Quercus cerris</i>	15-20m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CN	<i>Quercus cerris</i>	15-20m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00CP	<i>Prunus ceracifera Nigra</i>	0-5m	Single	150-300mm	00 to 05m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CR	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CS	<i>Quercus robur</i>	15-20m	Twin	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CU	<i>Quercus robur</i>	15-20m	Twin	600-750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CV	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CW	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CX	<i>Tilia europea</i>	5-9m	Single	150-300mm	00 to 05m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CY	<i>Tilia europea</i>	9-15m	Single	300-450mm	05 to 10m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00CZ	<i>Aesculus hippocastanum</i>	9-15m	Single	>750mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D0	<i>Aesculus hippocastanum</i>	9-15m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D0	<i>Aesculus hippocastanum</i>	9-15m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D1	<i>Tilia euchlora</i>	9-15m	Single	600-750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D2	<i>Platanus hispanica</i>	15-20m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00D3	<i>Aesculus hippocastanum</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		

Tree Survey Schedule  
Horley Recreational Ground

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00D4	<i>Cedrus atlantica</i>	15-20m	Single	450-600mm	05 to 10m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D4	<i>Cedrus atlantica</i>	15-20m	Single	450-600mm	05 to 10m	Mature	Good	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00D5	<i>Aesculus hippocastanum</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D6	<i>Aesculus hippocastanum</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D7	<i>Aesculus hippocastanum</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00D9	<i>Aesculus hippocastanum</i>	9-15m	Single	600-750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DA	<i>Aesculus hippocastanum</i>	9-15m	Single	600-750mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DB	<i>Aesculus hippocastanum</i>	9-15m	Single	600-750mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DC	<i>Tilia europea</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Good	14/10/2023	Partially snapped out branch within canopy. Abundant sucker growth noted at base	Remove Dangerous Limbs (Branches) and sucker growth from base	1 x Hanging branch noted in upper canopy	2 - Within 6 Months
00DE	<i>Aesculus hippocastanum</i>	5-9m	Single	300-450mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DF	<i>Aesculus hippocastanum</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Felled or removed	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DG	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DH	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DJ	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DK	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DK	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		



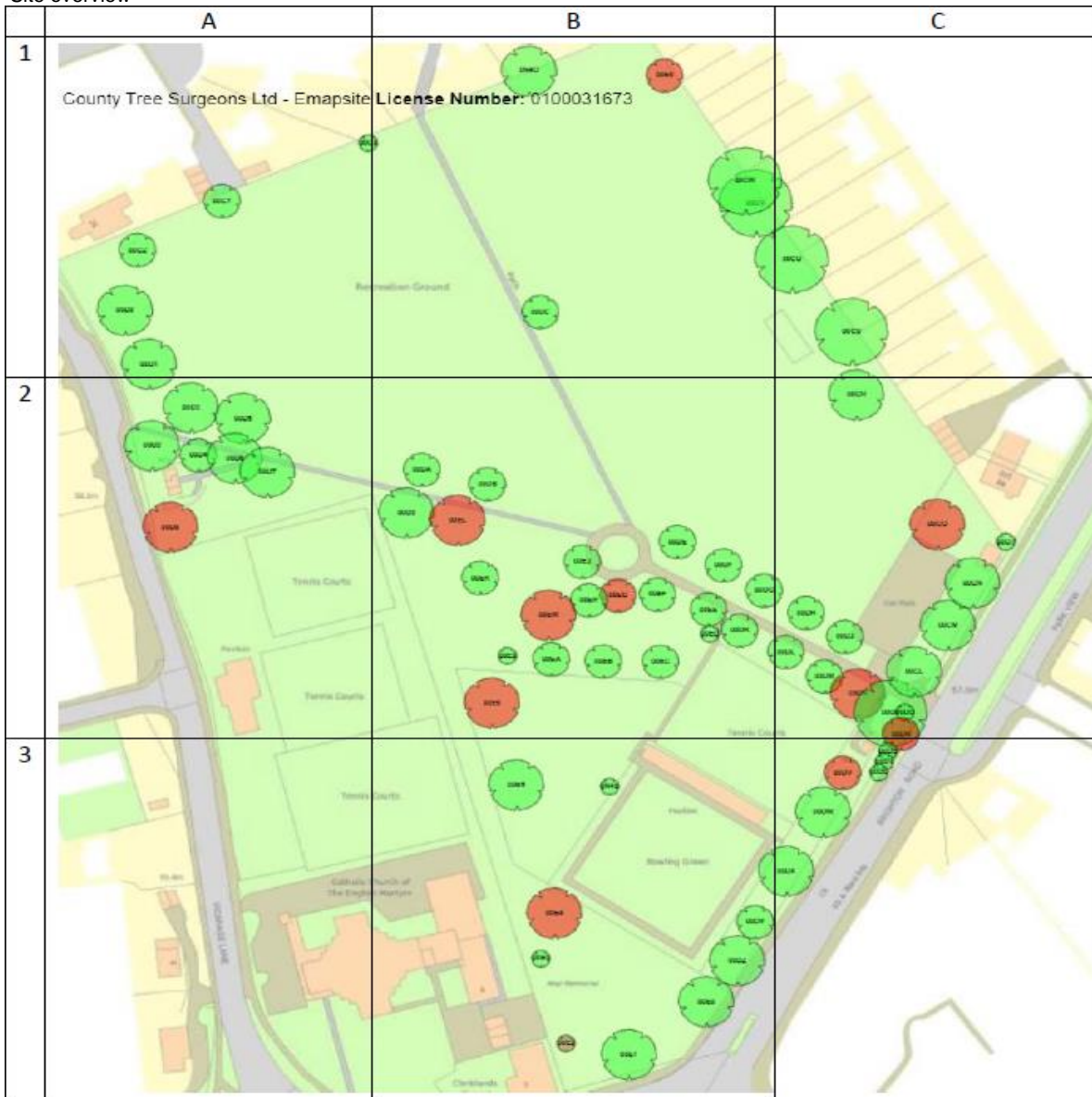
## Tree Survey Schedule Horley Recreational Ground

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00DL	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DM	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DM	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Moderate	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00DP	<i>Platanus hispanica</i>	15-20m	Single	>750mm	15 to 20m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DQ	<i>Taxus baccata</i>	0-5m	Single	150-300mm	00 to 05m	Early Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DR	<i>Aesculus hippocastanum</i>	9-15m	Single	450-600mm	05 to 10m	Early Mature	Felled or removed	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DS	<i>Chamaecyp. lawsoniana</i>	9-15m	Single	150-300mm	00 to 05m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DT	<i>Chamaecyp. lawsoniana</i>	9-15m	Single	150-300mm	00 to 05m	Early Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DU	<i>Chamaecyp. lawsoniana</i>	9-15m	Single	150-300mm	00 to 05m	Early Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DW	<i>Aesculus hippocastanum</i>	9-15m	Single	>750mm	10 to 15m	Mature	Poor	14/10/2023	Decay noted from historic limb failure. Good wound wood present	No Maintenance required at time of survey	Monitor condition in 6 months time	2 - Within 6 Months
00DX	<i>Aesculus hippocastanum</i>	9-15m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00DY	<i>Acer platanoides</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Moderate	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00DZ	<i>Aesculus hippocastanum</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00E0	<i>Acer platanoides</i>	9-15m	Single	450-600mm	10 to 15m	Mature	Good	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00E1	<i>Acer pseudoplatanus</i>	9-15m	Single	450-600mm	10 to 15m	Mature	Good	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
00E2	<i>Chamaecyprais Spp</i>	5-9m	Single	150-300mm	00 to 05m	Mature	Felled or removed	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00E3	<i>Chamaecyp. lawsoniana</i>	5-9m	Multi	150-300mm	00 to 05m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		

Tree Survey Schedule  
Horley Recreational Ground

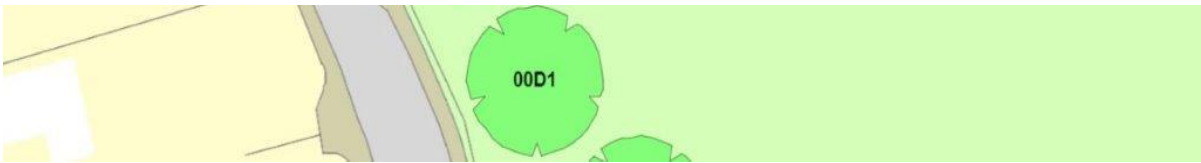
ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00E5	<i>Aesculus hippocastanum</i>	9-15m	Single	600-750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00E5	<i>Aesculus hippocastanum</i>	9-15m	Single	600-750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00E9	<i>Malus sp.</i>	9-15m	Single	0-150mm	00 to 05m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EA	<i>Quercus robur</i>	9-15m	Single	150-300mm	05 to 10m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EB	<i>Cedrus deodara</i>	9-15m	Multi	300-450mm	05 to 10m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EC	<i>Malus sp.</i>	9-15m	Single	150-300mm	05 to 10m	Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00ED	<i>Prunus avium</i>	5-9m	Single	150-300mm	00 to 05m	Early Mature	Good	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EE	<i>Aesculus hippocastanum Baumannii</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EF	<i>Aesculus hippocastanum</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EH	<i>Salix chryspcoma</i>	5-9m	Single	150-300mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EJ	<i>Aesculus hippocastanum</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
00EK	<i>Salix chryspcoma</i>	5-9m	Single	150-300mm	05 to 10m	Early Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		
0N4Q	<i>Quercus robur</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Moderate	14/10/2023	Dead wood noted within canopy	Remove Deadwood	Remove dead wood over 25mm in diameter	2 - Within 6 Months
0N4S	<i>Prunus avium</i>	5-9m	Single	150-300mm	00 to 05m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No Maintenance required at time of survey		

Site overview



A1





A2

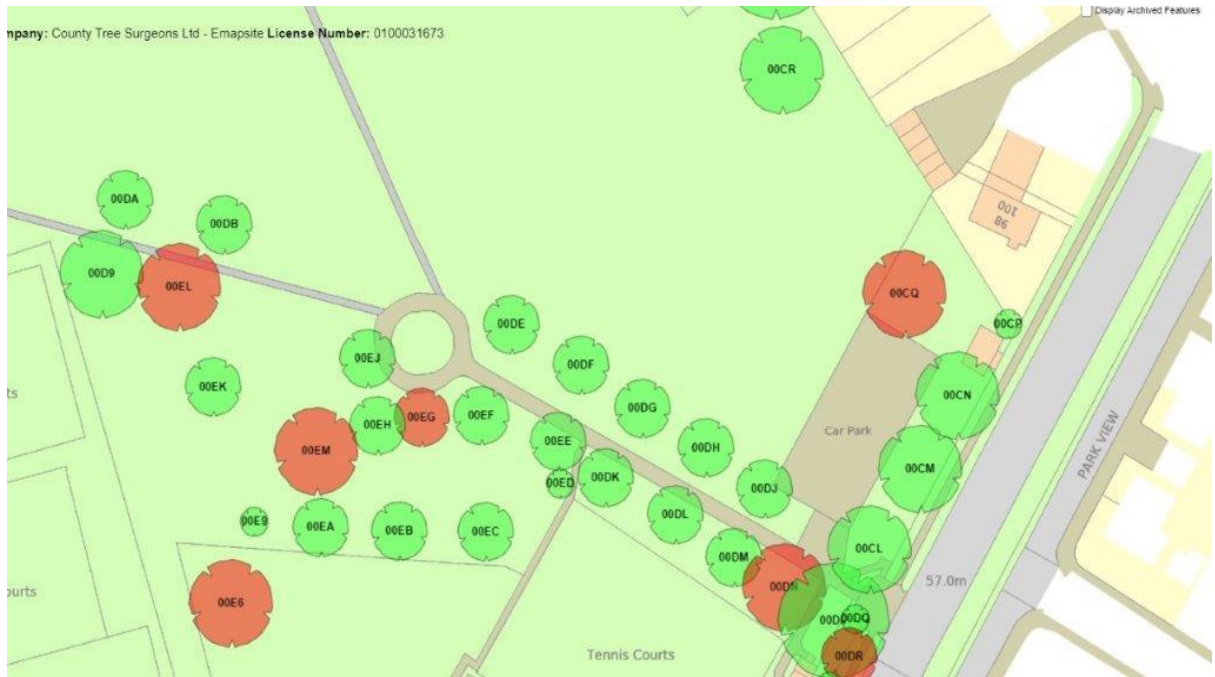


B1 C1





B2 C2



B3 C3



## TREE SURVEY SCHEDULE

Court Lodge Playing Fields, Horley

**14/10/2020**

**Ref:** CTS-ON52-tss - 01 Court Lodge Playing Fields Horley

**Author:** GP | **Checked by:** RF | **Date checked:** 19/10/2020

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## Tree Survey Schedule Court Lodge Playing Fields, Horley

<p>This document is based on a site visit and inspection undertaken by Glen Poole of County Tree Surgeons Ltd. on Wednesday 15th October September 2020. Conditions throughout the survey were overcast with occasional showers; deciduous trees were in full leaf.</p> <p>The dimensions and assessments of the trees contained within this document reflect their condition at the time of the survey. We surveyed the trees from within the boundaries of the site only. The presence of additional physiological or structural defects that are only visible in views from external viewpoints cannot be discounted.</p> <p>All trees were surveyed from ground level only, aided by the use of binoculars where considered necessary, in accordance with the recommendations set out within the Visual Tree Assessment (VTA) methodology developed by Claus Mattheck and Helge Breloer (D.O.E booklet research for amenity trees No. 4, 1994).</p> <p>Continual growth, environmental changes and adverse weather may lead to changes in the physiology, morphology, structure and life expectancy of any individual tree. Subsequently, the information within this document cannot be relied upon for more than three years following the date of survey, or after any significant adverse weather.</p> <p><b>1. ID</b> Globally unique identification reference</p> <p><b>2. Species</b> Botanical names, shown in italics.</p> <p><b>3. Height</b> Estimated with the aid of a clinometer or laser rangefinder, given in metres.</p> <p><b>4. Trunk type</b> Description of trunk habit (single, twin, multi, group or woodland)</p> <p><b>5. Trunk diameter</b> Trunk diameter measured at 1.5m, unless stated otherwise, given in metres</p> <p><b>6. Spread</b> Average extent of branches from the centre of the trunk, given in metres (0-5, 5-10, 10-15, 15-20 or 20+)</p>	<p><b>7. Age class</b> Based on the ultimate sizes of the species in question, and the site characteristics (young, early mature, semi-mature, mature, post-mature, near veteran or veteran).</p> <p><b>8. Condition</b> Assessment of the tree's general health, biological function, and structural condition, taking into account a healthy specimen of its size, age, species and location.</p> <p><b>9. Next inspection date</b> Proposed date of follow-up survey</p> <p><b>10. Requirement</b> Identification of required tree surgery or removal works, based on the findings of the inspection, as defined by British Standard BS 3998:2010 '<i>Tree works - Recommendations</i>'.</p> <p><b>11. Requirement option</b> Additional information of required work, including extent of reduction works or crown lifting.</p> <p><b>12. Priority</b> Rating of priority for prescribed tree surgery or removal works, as defined below:</p> <p><b>0 - Emergency works</b> <b>1 - Within four weeks</b> <b>2 - Within six months</b> <b>3 - Within one year</b> <b>4 - Within three years</b></p>
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Tree Survey Schedule  
Court Lodge Playing Fields, Horley

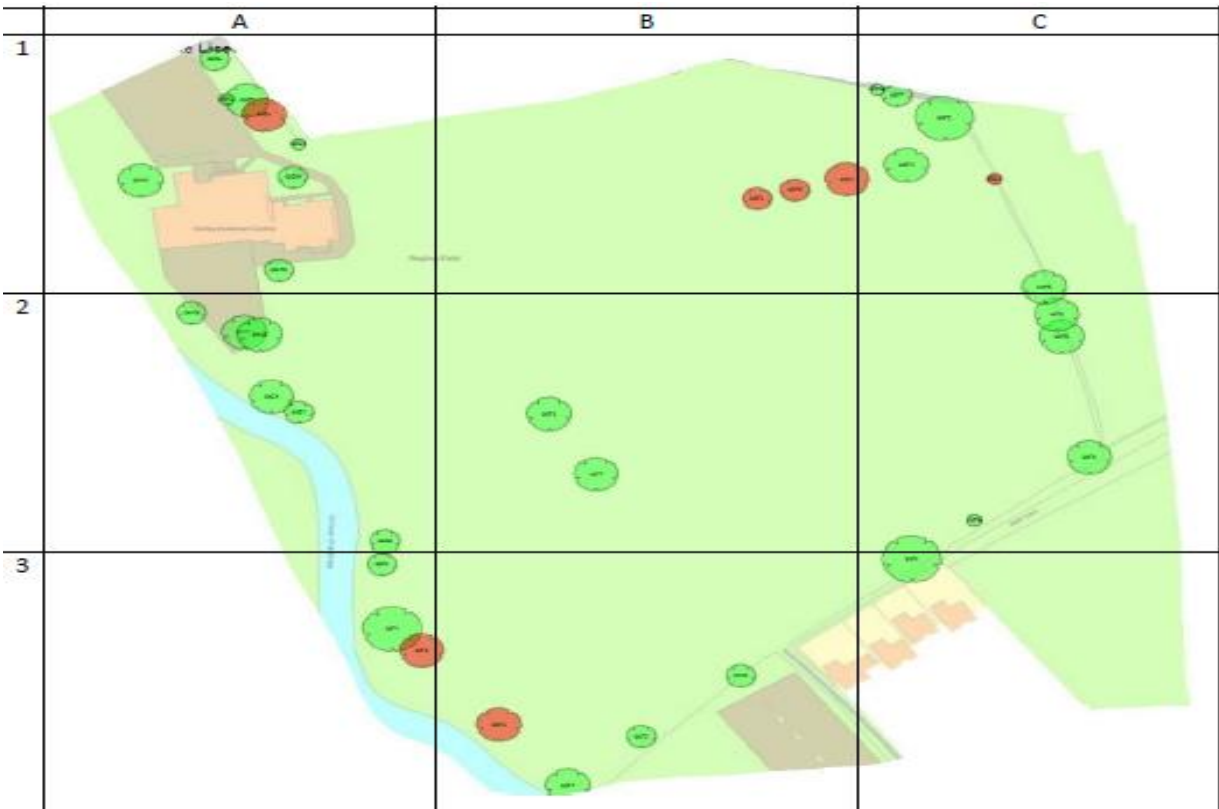
ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00ES	<i>Taxus baccata</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00ET	<i>Quercus robur</i>	9-15m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00EV	<i>Acer pseudoplatanus</i>	0-5m	Multi	0-150mm	00 to 05m	Young	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00EW	<i>Betula pendula</i>	9-15m	Single	300-450mm	05 to 10m	Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00EX	<i>Salix chryspcoma</i>	9-15m	Single	450-600mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00EY	<i>Salix chryspcoma</i>	9-15m	Single	600-750mm	05 to 10m	Mature	Poor	14/10/2023	Stem decay - Low target area	No maintenance required at time of survey		
00EZ	<i>Alnus glutinosa</i>	9-15m	Twin	600-750mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00F0	<i>Alnus glutinosa</i>	9-15m	Twin	450-600mm	05 to 10m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00F1	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	Remove Deadwood	Over 25mm in diameter	2 - Within 6 Months
00F4	<i>Salix chryspcoma</i>	5-9m	Single	450-600mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00F5	<i>Quercus robur</i>	9-15m	Single	>750mm	05 to 10m	Post Mature	Poor	14/10/2023	field boundary, stem decay/cavities. Heavily reduced in past	No maintenance required at time of survey		
00F6	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	Cavities noted. Tree reduced in past	No maintenance required at time of survey		
00F7	<i>Quercus robur</i>	9-15m	Single	>750mm	10 to 15m	Mature	Poor	14/10/2023	Cavities noted. Tree reduced in past	No maintenance required at time of survey		
00F8	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00F9	<i>Quercus robur</i>	9-15m	Single	>750mm	00 to 05m	Mature	Poor	14/10/2023	Standing Monolith	No maintenance required at time of survey		
00FA	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	Reduced in past	No maintenance required at time of survey		



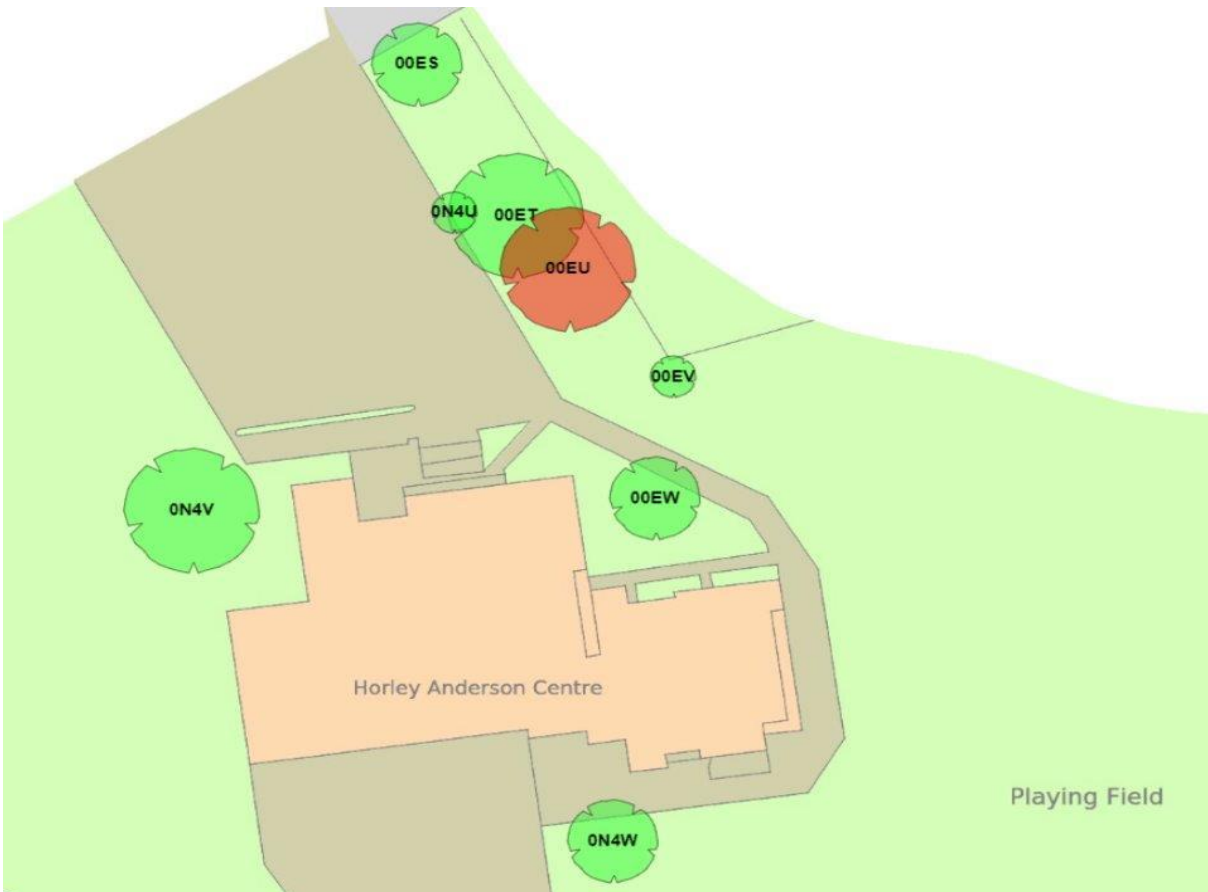
Tree Survey Schedule  
Court Lodge Playing Fields, Horley

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00FB	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00FC	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00FD	<i>Quercus robur</i>	9-15m	Single	>750mm	10 to 15m	Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00FE	<i>Quercus robur</i>	>20m	Single	>750mm	15 to 20m	Mature	Moderate	14/10/2023	A tree with insignificant defects	Remove Deadwood	Complete removal	2 - Within 6 Months
00FF	<i>Quercus robur</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Good	14/10/2023	A tree with insignificant defects	Remove Deadwood	Above 25mm	
00FG	<i>Quercus robur</i>	5-9m	Single	300-450mm	00 to 05m	Semi Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00FH	<i>Quercus robur</i>	9-15m	Single	>750mm	10 to 15m	Mature	Moderate	14/10/2023	Topped in past	Remove Deadwood	Complete removal	2 - Within 6 Months
0N4U	<i>Sambucus nigra</i>	9-15m	Multi	0-150mm	00 to 05m	Mature	Moderate	14/10/2023	A tree with insignificant defects	Remove Dangerous Limbs (Branches)	Two dead stems within group	2 - Within 6 Months
0N4V	<i>Acer platanoides</i>	9-15m	Single	450-600mm	10 to 15m	Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
0N4W	<i>Betula pendula</i>	9-15m	Single	300-450mm	05 to 10m	Mature	Good	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
0N4X	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	05 to 10m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
0N4Y	<i>Fraxinus excelsior</i>	9-15m	Single	450-600mm	10 to 15m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
0N4Z	<i>Quercus robur</i>	9-15m	Single	600-750mm	10 to 15m	Semi Mature	Moderate	14/10/2023	A tree with insignificant defects	Remove Deadwood	Complete removal	2 - Within 6 Months
0N50	<i>Fraxinus excelsior</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Poor		limb snapped out and resting on fence. Remaining stem heavily weighted, once sided crown form	Fell	To ground level	2 - Within 6 Months

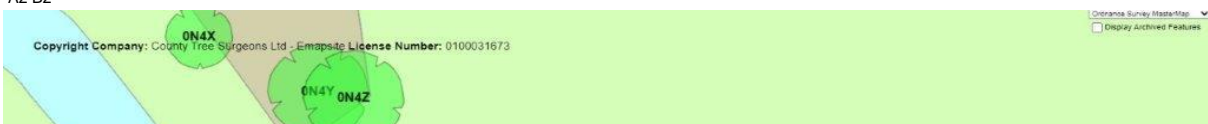
Site overview



A1



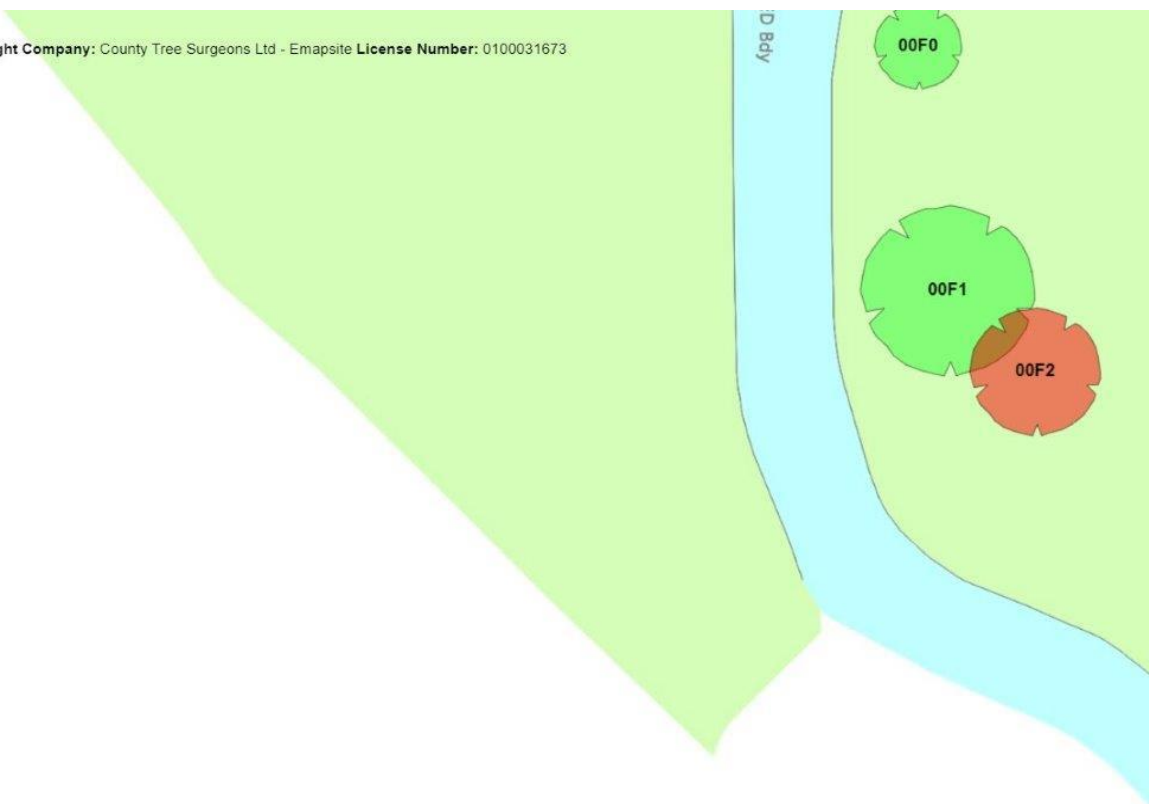
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A3

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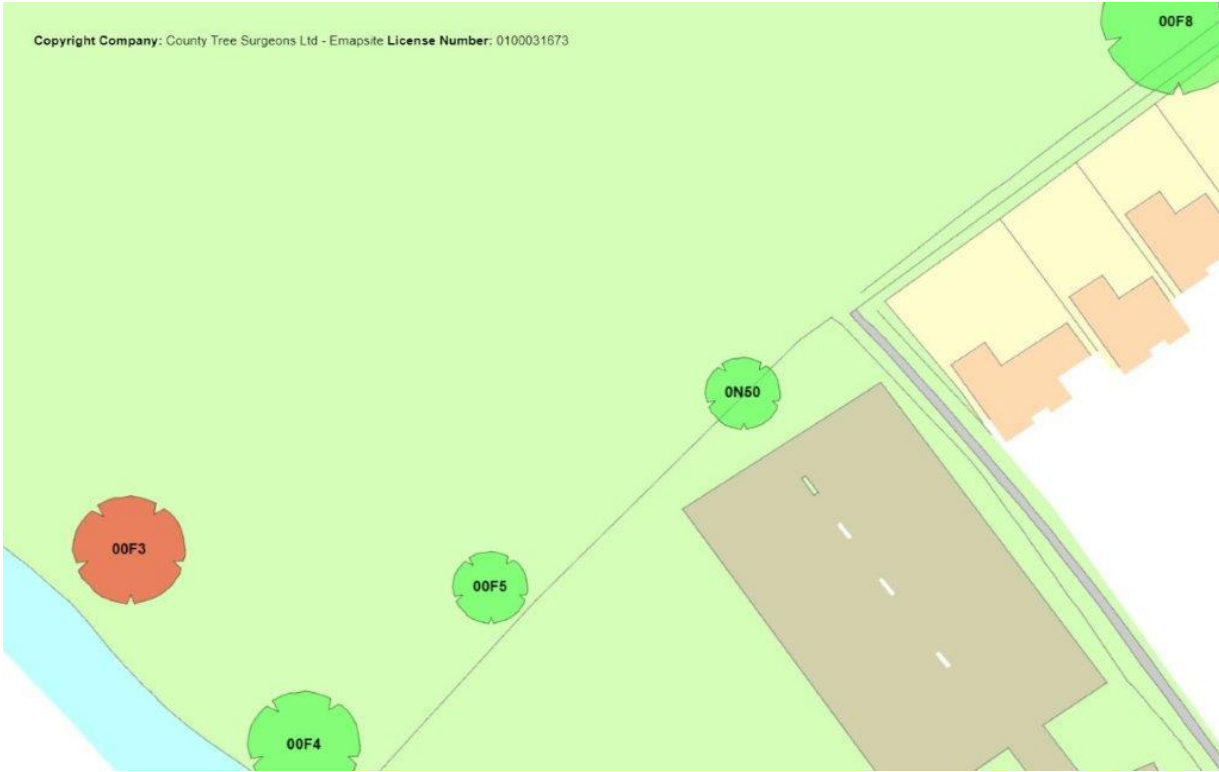
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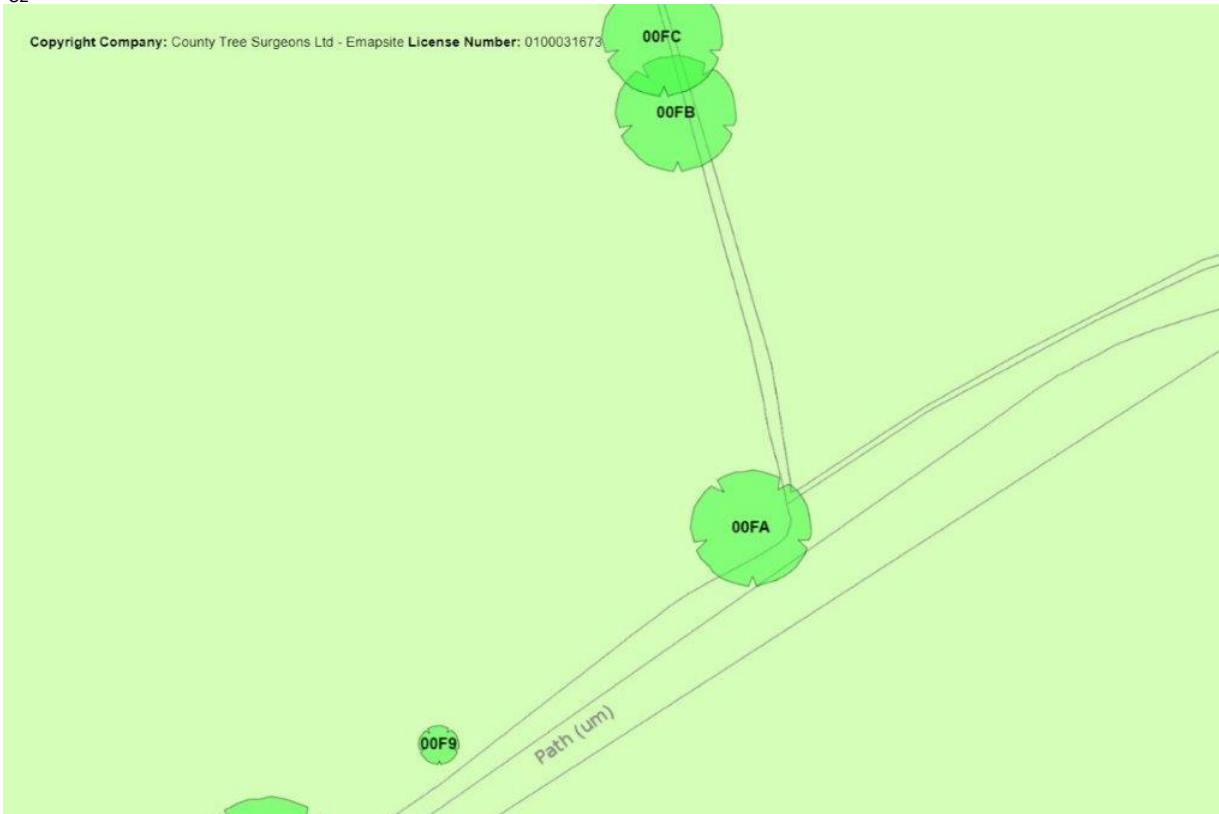




B3 C3



C2



## TREE SURVEY SCHEDULE

Langshot Allotments, Horley

**15/10/2020**

**Ref:** CTS-ON51-tss -01 Langshot Allotments, Horley

**Author:** GP | **Checked by:** RF | **Date checked:** 19/10/2020

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## Tree Survey Schedule Langshot Allotments, Horley

<p>This document is based on a site visit and inspection undertaken by Glen Poole of County Tree Surgeons Ltd on Thursday 15th October 2020. Conditions throughout the survey were overcast with occasional showers; deciduous trees were in full leaf.</p> <p>The dimensions and assessments of the trees contained within this document reflect their condition at the time of the survey. We surveyed the trees from within the boundaries of the site only. The presence of additional physiological or structural defects that are only visible in views from external viewpoints cannot be discounted.</p> <p>All trees were surveyed from ground level only, aided by the use of binoculars where considered necessary, in accordance with the recommendations set out within the Visual Tree Assessment (VTA) methodology developed by Claus Mattheck and Helge Breloer (D.O.E booklet research for amenity trees No. 4, 1994).</p> <p>Continual growth, environmental changes and adverse weather may lead to changes in the physiology, morphology, structure and life expectancy of any individual tree. Subsequently, the information within this document cannot be relied upon for more than three years following the date of survey, or after any significant adverse weather.</p> <p><b>1. ID</b> Globally unique identification reference</p> <p><b>2. Species</b> Botanical names, shown in italics.</p> <p><b>3. Height</b> Estimated with the aid of a clinometer or laser rangefinder, given in metres.</p> <p><b>4. Trunk type</b> Description of trunk habit (single, twin, multi, group or woodland)</p> <p><b>5. Trunk diameter</b> Trunk diameter measured at 1.5m, unless stated otherwise, given in metres</p> <p><b>6. Spread</b> Average extent of branches from the centre of the trunk, given in metres (0-5, 5-10, 10-15, 15-20 or 20+)</p>	<p><b>7. Age class</b> Based on the ultimate sizes of the species in question, and the site characteristics (young, early mature, semi-mature, mature, post-mature, near veteran or veteran).</p> <p><b>8. Condition</b> Assessment of the tree's general health, biological function, and structural condition, taking into account a healthy specimen of its size, age, species and location.</p> <p><b>9. Next inspection date</b> Proposed date of follow-up survey</p> <p><b>10. Requirement</b> Identification of required tree surgery or removal works, based on the findings of the inspection, as defined by British Standard BS 3998:2010 '<i>Tree works - Recommendations</i>'.</p> <p><b>11. Requirement option</b> Additional information of required work, including extent of reduction works or crown lifting.</p> <p><b>12. Priority</b> Rating of priority for prescribed tree surgery or removal works, as defined below:</p> <p><b>0 - Emergency works</b> <b>1 - Within four weeks</b> <b>2 - Within six months</b> <b>3 - Within one year</b> <b>4 - Within three years</b></p>
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Tree Survey Schedule  
Langshot Allotments, Horley

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
ODMC	<i>Quercus robur</i>	>20m	Single	>750mm	15 to 20m	Mature	Good	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMD	<i>Quercus robur</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODME	<i>Quercus robur</i>	15-20m	Single	600-750mm	05 to 10m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMF	<i>Quercus robur</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMG	<i>Quercus robur</i>	15-20m	Single	600-750mm	05 to 10m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMH	<i>Quercus robur</i>	9-15m	Single	600-750mm	05 to 10m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMJ	<i>Quercus robur</i>	9-15m	Single	600-750mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMK	<i>Acer campestre</i> (Field Maple)	9-15m	Group	150-300mm	00 to 05m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODML	<i>Quercus robur</i>	9-15m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMM	<i>Acer campestre</i> (Field Maple)	9-15m	Group	150-300mm	00 to 05m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMN	<i>Quercus robur</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMP	<i>Quercus robur</i>	9-15m	Single	450-600mm	05 to 10m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODMQ	<i>Quercus robur</i>	9-15m	Group	>750mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		



Site overview

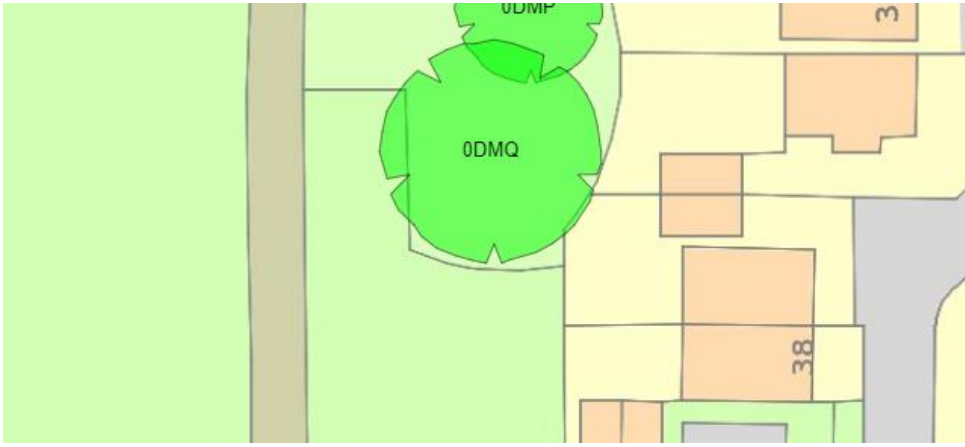






Northern site aspect





Southern site aspect

## TREE SURVEY SCHEDULE

Emlyn Meadows, Horley

**15/10/2020**

**Ref:** CTS-ON54-tss-01 Emlyn Meadows

**Author:** GP | **Checked by:** RF | **Date checked:** 19/10/2020

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RH10 4HQ

## Tree Survey Schedule Emlyn Meadows, Horley

<p>This document is based on a site visit and inspection undertaken by Glen Poole of County Tree Surgeons Ltd. On Thursday 15th October 2020. Conditions throughout the survey were cold with bright sunshine; deciduous trees were in full leaf.</p> <p>The dimensions and assessments of the trees contained within this document reflect their condition at the time of the survey. We surveyed the trees from within the boundaries of the site only. The presence of additional physiological or structural defects that are only visible in views from external viewpoints cannot be discounted.</p> <p>All trees were surveyed from ground level only, aided by the use of binoculars where considered necessary, in accordance with the recommendations set out within the Visual Tree Assessment (VTA) methodology developed by Claus Mattheck and Helge Breloer (D.O.E booklet research for amenity trees No. 4, 1994).</p> <p>Continual growth, environmental changes and adverse weather may lead to changes in the physiology, morphology, structure and life expectancy of any individual tree. Subsequently, the information within this document cannot be relied upon for more than three years following the date of survey, or after any significant adverse weather.</p> <p><b>1. ID</b> Globally unique identification reference</p> <p><b>2. Species</b> Botanical names, shown in italics.</p> <p><b>3. Height</b> Estimated with the aid of a clinometer or laser rangefinder, given in metres.</p> <p><b>4. Trunk type</b> Description of trunk habit (single, twin, multi, group or woodland)</p> <p><b>5. Trunk diameter</b> Trunk diameter measured at 1.5m, unless stated otherwise, given in metres</p> <p><b>6. Spread</b> Average extent of branches from the centre of the trunk, given in metres (0-5, 5-10, 10-15, 15-20 or 20+)</p>	<p><b>7. Age class</b> Based on the ultimate sizes of the species in question, and the site characteristics (young, early mature, semi-mature, mature, post-mature, near veteran or veteran).</p> <p><b>8. Condition</b> Assessment of the tree's general health, biological function, and structural condition, taking into account a healthy specimen of its size, age, species and location.</p> <p><b>9. Next inspection date</b> Proposed date of follow-up survey</p> <p><b>10. Requirement</b> Identification of required tree surgery or removal works, based on the findings of the inspection, as defined by British Standard BS 3998:2010 '<i>Tree works - Recommendations</i>'.</p> <p><b>11. Requirement option</b> Additional information of required work, including extent of reduction works or crown lifting.</p> <p><b>12. Priority</b> Rating of priority for prescribed tree surgery or removal works, as defined below:</p> <p><b>0 - Emergency works</b> <b>1 - Within four weeks</b> <b>2 - Within six months</b> <b>3 - Within one year</b> <b>4 - Within three years</b></p>
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Tree Survey Schedule  
Emlyn Meadows, Horley

ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
00KT	<i>Salix fragilis</i>	15-20m	Multi	600-750mm	10 to 15m	Mature	Moderate	2023-10-15	dead stem over stream low target area great wildlife value	No maintenance required at time of survey		
00KU	<i>Salix fragilis</i>	9-15m	Multi	>750mm	05 to 10m	Mature	Good	2023-10-15	Old coppice	No maintenance required at time of survey		
00KV	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	05 to 10m	Semi Mature	Good	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00KW	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	05 to 10m	Semi Mature	Good	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00KX	<i>Salix fragilis</i>	15-20m	Single	600-750mm	10 to 15m	Mature	Moderate	2023-10-15	Previously pruned back/sided up from per line	No maintenance required at time of survey		
00KY	<i>Fraxinus excelsior</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Moderate	2023-10-15	Pruned/sided up to clear power line	No maintenance required at time of survey		
00KZ	<i>Salix fragilis</i>	9-15m	Twin		05 to 10m	Early Mature	Good	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L0	<i>Crataegus monogyna</i>	5-9m	Twin	0-150mm	00 to 05m	Semi Mature	Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L1	<i>Fraxinus excelsior</i>	9-15m	Twin	300-450mm	05 to 10m	Semi Mature	Moderate	2023-10-15	Pruned/sided up to clear power lines	No maintenance required at time of survey		
00L2	<i>Salix fragilis</i>	5-9m	Multi	>750mm	05 to 10m	Mature	Poor	2023-10-15	Old coppice, Dead stems with poor basal unions	Coppice	Down to as close to ground level as possible	2 - Within 6 Months
00L3	<i>Salix fragilis</i>	5-9m	Multi	300-450mm	10 to 15m		Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L4	<i>Carpinus betulus</i>	9-15m	Twin	300-450mm	05 to 10m	Early Mature	Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L5	<i>Carpinus betulus</i>	9-15m	Multi	300-450mm	05 to 10m	Early Mature	Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L6	<i>Quercus robur</i>	9-15m	Single	>750mm	05 to 10m	Mature	Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L7	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	2023-10-15	A tree with insignificant defects	No maintenance required at time of survey		
00L8	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	Historic limb failure noted on main trunk	No maintenance required at time of survey		
00L9	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	Historic limb failure noted. Basal cavities of insignificance noted	No maintenance required at time of survey		
00LA	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Good	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		

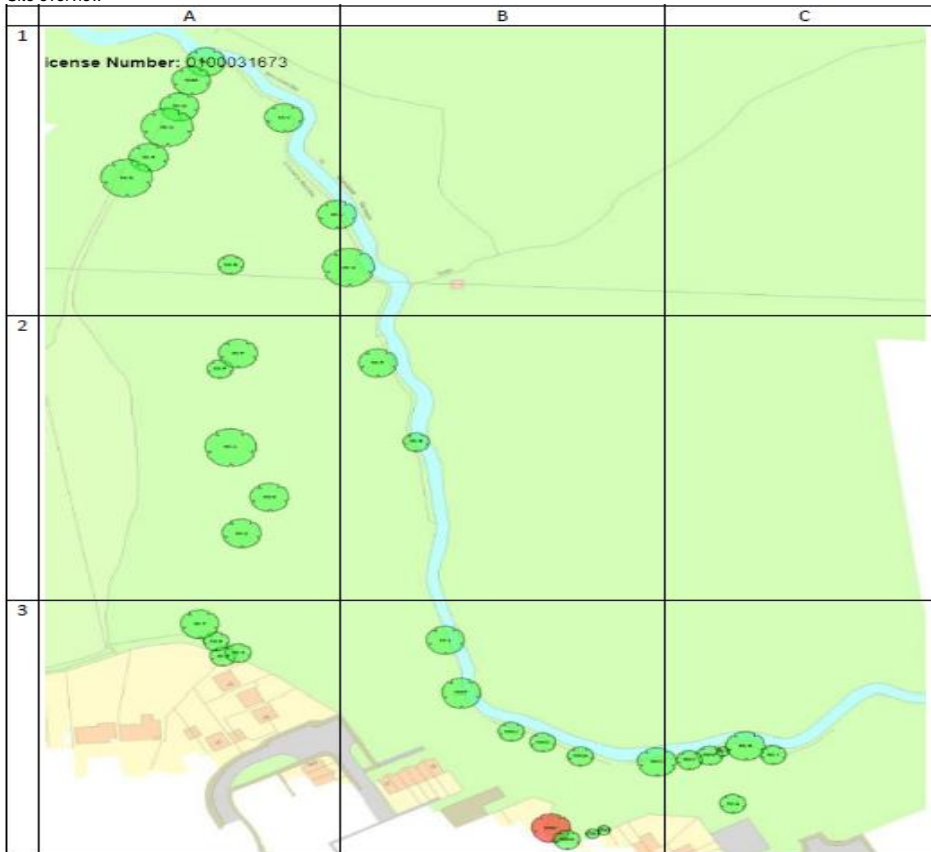
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00LB	<i>Salix fragilis</i>	9-15m	Multi	300-450mm	05 to 10m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LC	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Poor	15/10/2023	Veteren tree. Heavily crown reduced in past. Large cavity on main trunk with Ganoderma brackets fruiting and associated decay. Low target area.	No maintenance required at time of survey		
00LE	<i>Quercus cerris</i>	9-15m	Single	300-450mm	05 to 10m	Early Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LF	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	Historic insignificant wound noted at base	No maintenance required at time of survey		
00LG	<i>Quercus cerris</i>	9-15m	Single	300-450mm	05 to 10m	Semi Mature	Good	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LH	<i>Fraxinus excelsior</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	15/10/2023	Old branch rip out noted. A tree with insignificant defects	No maintenance required at time of survey		
00LJ	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Poor	15/10/2023	Basal cavity with associated decay noted. Low target area	No maintenance required at time of survey		
00LK	<i>Fraxinus excelsior</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	bark wound & limb failure low target area	No maintenance required at time of survey		
00LL	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Near Veteran	Moderate	15/10/2023	Historic limb failure	No maintenance required at time of survey		
00LM	<i>Fraxinus excelsior</i>	15-20m	Multi	>750mm	10 to 15m	Mature	Moderate	15/10/2023	stem has failed into adjacent land	Reduce Crown. Remove fallen limb	By 50%	2 - Within 6 Months
00LN	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LP	<i>Quercus robur</i>	15-20m	Single	450-600mm	10 to 15m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LQ	<i>Quercus robur</i>	15-20m	Single	>750mm	15 to 20m	Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
00LR	<i>Fraxinus excelsior</i>	9-15m	Single	>750mm	10 to 15m	Near Veteran	Poor	15/10/2023	Reduced in past low target area. Bacterial canker, Basal cavities, dieback in upper crown. Low target area, great wildlife habitat	No maintenance required at time of survey		
ODM2	<i>Acer platanoides</i>	9-15m	Single	150-300mm	05 to 10m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ODM3	<i>Alnus incana</i>	9-15m	Single	150-300mm	00 to 05m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		

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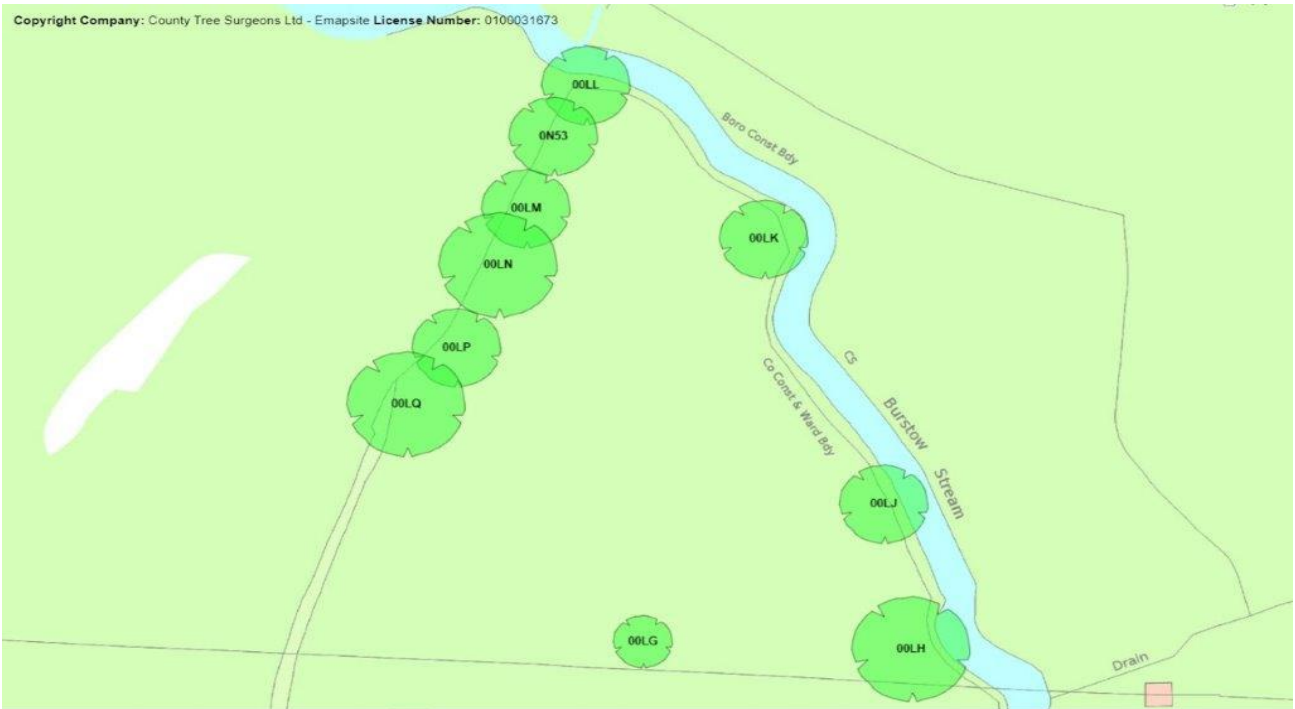
ID	Species	Height	Trunk Type	Trunk Diameter	Spread	Age	Condition	Next inspection due	Comments	Requirement	Requirement option	Priority
ODM4	<i>Alnus incana</i>	9-15m	Single	150-300mm	00 to 05m	Semi Mature	Moderate	15/10/2023	A tree with insignificant defects	No maintenance required at time of survey		
ON53	<i>Fraxinus excelsior</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	15/10/2023	ganoderma brackets fruiting at base	Reduce Crown to reduce the likelihood of failure	50%	2 - Within 6 Months

Site overview



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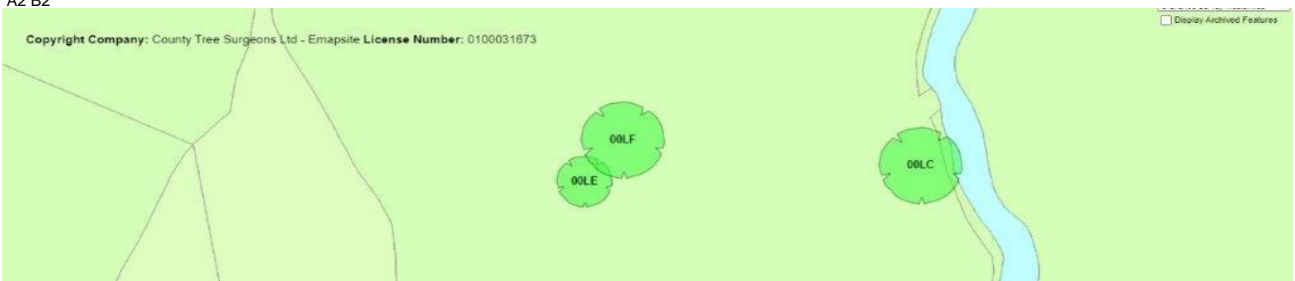
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## TREE SURVEY SCHEDULE

Michael Crescent Play Area, Horley, Surrey RH6 7LH

**19/11/2020**

**Ref:** CTS-ONLE-tss-01 Michael Crescent

**Author: GP | Checked by: RF | Date checked: 20/11/20**

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RH10 4HQ

## Tree Survey Schedule Michael Crescent Play Area, Horley, Surrey RH6 7LH

<p>This document is based on a site visit and inspection undertaken by Glen Poole of County Tree Surgeons Ltd. on Thursday 19th November 2020. Conditions throughout the survey were overcast. The dimensions and assessments of the trees contained within this document reflect their condition at the time of the survey. We surveyed the trees from within the boundaries of the site only. The presence of additional physiological or structural defects that are only visible in views from external viewpoints cannot be discounted.</p> <p>All trees were surveyed from ground level only, aided by the use of binoculars where considered necessary, in accordance with the recommendations set out within the Visual Tree Assessment (VTA) methodology developed by Claus Mattheck and Helge Breloer (D.O.E booklet research for amenity trees No. 4, 1994).</p> <p>Continual growth, environmental changes and adverse weather may lead to changes in the physiology, morphology, structure and life expectancy of any individual tree. Subsequently, the information within this document cannot be relied upon for more than three years following the date of survey, or after any significant adverse weather.</p> <p><b>1. ID</b> Globally unique identification reference</p> <p><b>2. Species</b> Botanical names, shown in italics.</p> <p><b>3. Height</b> Estimated with the aid of a clinometer or laser rangefinder, given in metres.</p> <p><b>4. Trunk type</b> Description of trunk habit (single, twin, multi, group or woodland)</p> <p><b>5. Trunk diameter</b> Trunk diameter measured at 1.5m, unless stated otherwise, given in metres</p> <p><b>6. Spread</b> Average extent of branches from the centre of the trunk, given in metres (0-5, 5-10, 10-15, 15-20 or 20+)</p>	<p><b>7. Age class</b> Based on the ultimate sizes of the species in question, and the site characteristics (young, early mature, semi-mature, mature, post-mature, near veteran or veteran).</p> <p><b>8. Condition</b> Assessment of the tree's general health, biological function, and structural condition, taking into account a healthy specimen of its size, age, species and location.</p> <p><b>9. Next inspection date</b> Proposed date of follow-up survey</p> <p><b>10. Requirement</b> Identification of required tree surgery or removal works, based on the findings of the inspection, as defined by British Standard BS 3998:2010 '<i>Tree works- Recommendations</i>'.</p> <p><b>11. Requirement option</b> Additional information of required work, including extent of reduction works or crown lifting.</p> <p><b>12. Priority</b> Rating of priority for prescribed tree surgery or removal works, as defined below:</p> <p><b>0 - Emergency works</b> <b>1 - Within four weeks</b> <b>2 - Within six months</b> <b>3 - Within one year</b> <b>4 - Within three years</b></p>
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ONLE	<i>Quercus robur</i>	15-20m	Single	>750mm	10 to 15m	Mature	Moderate	2022-11-19	Historic stem wound with associated decay at base of the tree. Sounding mallet produced tonal differences indicating hollowing. Dead wood noted throughout canopy and 2 x partially detached branches in SE lower canopy	Carry out internal investigation using Sonic Tomography to determine if the remaining residual wall can support a full crown. Remove dead wood and partially detached branches.	Provide a written report from the results of the internal investigation with any recommendation required to bring the tree up to an acceptable level of risk. Remove dead wood over 25mm in diameter.	2 - Within 6 Months

Site overview

