

C 4856) Surrey History Centre in Woking, to be archived. The representative went on to explain that the magazines were of immense value to Horley, containing historical information not available elsewhere. The representative added that the Society had been promised land at the Horley Town Football Club where a dedicated storage facility could be built to store the Society's historical records, once the necessary funds had been raised. The representative told members that the Rector of St Bart's had given the Society permission to copy, scan or photo the magazines, however this would be a lengthy and possibly quite costly undertaking. After some discussion with members, the representative agreed to contact the Southwark Diocese to try to ascertain whether there might be any distinction between Parish Records and Parish Magazines. The Town Council agreed to offer any support, as might be required.

RESOLVED: noted.

(Afternote: it was subsequently confirmed that the magazines would be sent to the Surrey History Centre, however the History Society was given permission to retain any duplicates and copy any others, which were of historical interest.)

C 4857 A representative of Extreme Fun addressed members and outlined their plans for Summer activities at Court Lodge Fields, subject to the necessary permissions being received from the Town Council. Members agreed that the previous year's visit had been very successful and very well received by residents in the immediate area and also those further afield. It was agreed that consideration could be given to installing a standpipe on the outside of the Innes Pavilion for hand washing etc.

RESOLVED: that the visit to Court Lodge Fields by Extreme Fun for the duration of the school Summer holidays be approved in principle, remaining details to be agreed later in the meeting. (This will be subject to Government restrictions regarding Social Distancing & Gatherings being lifted by the time Extreme Fun is due to visit Horley.)

C 4858 **Ordinary Meeting of the Council, 10 December 2019**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 10 December 2019, including all confidential items, be approved.

C 4859 Extraordinary Meeting of the Council, 7 January 2020

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Extraordinary Meeting of the Council held on 7 January 2020, including all confidential items, be approved.

C 4860 Leisure & Amenities Committee, 7 January 2020

RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received

C 4861 Finance & General Purposes Committee, 28 January 2020

RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.

C 4862 Planning & Development Committee, 19 November 2019

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4863 Planning & Development Committee, 17 December 2019

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4864 Chairman's Report

The Chairman advised that he had attended the following events:

Horley Town Centre Carol Service (with other members and RBBC Mayor)
Presentation of prizes at HATs Christmas Fayre
Horley Singers' Christmas Concert
RBBC Mayor's Charity Curry Supper (with Cllrs Samantha & Simon Marshall)
Talk at meeting of Horley Local History Society ("A Year in the Life of a Borough Mayor")
Confirmation Service at St Wilfrid's Church

RESOLVED: noted.

C 4865 Borough, County Councillor & Other Updates

The Clerk updated members on the recent meeting with County Cllr Kay Hammond which had been attended by herself and Cllr George. Borough Cllr Graham Knight was unable to attend, however, Cllr Andy Lynch joined the meeting to discuss RBBC's proposals for the new 'Horley Place and Prosperity Partnership'. (Notes of the meeting are appended.)

RESOLVED: noted.

C 4866 Horley Residents' Forum Meeting

Members were updated on the recent meeting of the Residents' Forum, which had been held the previous week and notes of which are appended.

RESOLVED: noted.

(Afternote: whilst it had been planned to combine the next Residents' Forum meeting with the Town Meeting on 24 April, this was subsequently postponed as a result of the Coronavirus outbreak and residents have been informed accordingly.)

Café in the Park, Horley Recreation Ground

C 4867 The Clerk reported that there had been some further delays to the building programme as a result of the ongoing inclement weather and various utilities issues. The electricity meter was now installed and the planning application for the revised car park extension was with RBBC. A meeting had been held with the tenant who planned to operate the Café and the Heads of Terms of the lease were being agreed. A postal address had also been received (65 Brighton Road, RH6 8SS). The electrical fix was 75% complete and the external CCTV and alarm were due to be installed by Innovation Fire & Security.

RESOLVED: noted.

C 4868 The Responsible Financial Officer (RFO) reported that, having researched the position regarding the VAT reclaim position on the external works in common areas and also in the light of advice received from a Financial Consultant, it was likely that an additional £12,000 VAT may be able to be re-claimed, in addition to the £22,628, already recoverable. A further update would be given in due course.

RESOLVED: noted.

C 4869 The Clerk advised that it had been agreed at the recent meeting of the Finance Committee to approve the additional café expenditure associated with the supply and installation of a security cage

C 4869) surrounding the air conditioning equipment, additional kitchen equipment including secure storage, an underground drainage sub-pump, and additional external CCTV, in an estimated total sum of £15,000 plus VAT. There was further possible expenditure to be considered, namely ducting for the CCTV Tower and rear security gates, these matters would be discussed in the detail at the meeting of the Café Working Group, due to be held later in the week.

RESOLVED: noted.

C 4870 Internal Control Review 2019/2020

RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk be approved. (The Review is appended.)

C 4871 Risk Assessment and Management Paper 2019 – 2020

RESOLVED: that the Paper, as recommended by the Finance Committee be approved. (A copy is appended.)

C 4872 Members' Allowances

The RFO reported that no member of Horley Town Council had opted to receive the Members' Allowance for the Municipal Year 2019/2020.

RESOLVED: noted.

C 4873 Town Council's Grounds Maintenance Contract with id verde (formerly Burleys)

The Head of Leisure reported that there had recently been a very useful meeting with Martin Packman, the South East Operations Director of id verde, the company which had recently acquired Burleys, the company responsible for the HTC grounds maintenance, The meeting had been attended by herself, the Council Chairman and the Leisure Committee Chairman. The Operations Director had offered an extension to the exiting HTC Contract (due to end in December 2020) with the following terms:

2021 – No price increase at all

2022 – 2% increase (No RPI)

2023 – 2% increase (No RPI)

Members agreed, after discussion, that this represented a very cost-effective deal and the following was unanimously resolved:

RESOLVED: that the proposed extension to the Town Council's Grounds Maintenance Contract with id verde be approved and the Head of Leisure be requested to seek an Agreement of Variation

C 4873) *from id verde, for the Town Council to sign. (Details are appended.)*

C 4874 **Horley Town Plan 2020 – 2025**

Members received an update on the production of the Plan and also on the recent meeting of the Town Plan Delivery Group, it was however subsequently decided to suspend publication of the Town Plan during the current Coronavirus outbreak.

RESOLVED: noted.

C 4875 **Proposed Horley Place & Prosperity Partnership 2020**

Members considered the recent proposals made by Cllr Eddy Humphreys, the RBBC Executive Member for Place & Economic Prosperity and, after some lively discussion, the HTC response, as appended was approved.

RESOLVED: that the Town Council's response to Cllr Eddy Humphreys, as appended to these minutes be approved.

C 4876 **Innes Pavilion Lease**

The Clerk advised that that the first draft of the Underlease between the Town Council and the existing tenant of the Innes Pavilion (excluding changing rooms) had been received from the Town Council's Solicitor. An initial lease of £10,000 had been agreed (subject to RPI) for 5 years, with a break-clause after 2 years. A Full Repairing Lease of the Demised Area would be in place, with no Guarantor Clause being required, due to the reliability of the tenant, who had been successfully operating his Martial Arts Club at the Building for a number of years now.

RESOLVED: that the Draft Lease be submitted to the Tenant concerned.

C 4877 **Open-Air Cinema in Horley Recreation Ground, 2020**

RESOLVED: that the request from Silent Summer Screenings to move their Open-Air Cinema at Horley Rec from 18 September to 3 July 2020 be approved, subject to Coronavirus Restrictions on Social Gatherings being lifted by this time.

C 4878 **Visit by Extreme Fun to Court Lodge Fields, July – August 2020**

RESOLVED: that, after the presentation given in the Public Forum part of this meeting, the following be agreed:

- i) Extreme Fun be permitted to visit Court Lodge Fields for the duration of the School Summer Holidays for the agreed charge**

C 4878) of £1,900.

ii) The visit by Extreme Fun to be subject to current Government restrictions regarding Social Distancing & Gatherings being lifted by this time.

C 4879 Summer Planting in Horley

RESOLVED: that a red, white & blue planting scheme be approved for planters supplied by Amethyst Horticulture.

Grant Applications

C 4880 **RESOLVED: that the application by the Redhill Corps of Drums & Band to the HTC Grant Scheme for £1,000 for additional rental costs, to enable the band to continue educating young people to play music at low cost, be approved in full.**

C 4881 **RESOLVED: that £2,000 be awarded to the application by YMCA East Surrey to the Horley Edmonds Fund for funding towards a Disability Sports Coordinator.**

C 4882 Refurbishment of Tennis Courts, Horley Recreation Ground

The Head of Leisure updated members regarding the appointment of a contractor to carry out the works. She explained that, following the recommendations made by an independent Sports Consultant, fixed price quotations had been received from the two favoured contractors, details of which were circulated to the Leaders' Group (HTC Chairmen & Vice-Chairmen). The Leaders' Group approved the appointment of Trevor May Contractors to carry out the works, the decision to be ratified at this Full Council meeting (resolved unanimously at the meeting).

RESOLVED: that the decision taken by the Leaders' Group to appoint Trevor May Contractors to carry out the full refurbishment of the tennis courts in Horley Recreation Ground, for the total Contract Sum of £34,335 plus VAT be ratified. (Full details available in the appended report.)

C 4883 CCTV Upgrade – Court Lodge Fields

Consultant Alan Jones told members that the entire CCTV system at Court Lodge Fields required substantial updating. The existing cameras surrounding the playground were analogue and over twelve years old and gave very poor video reproduction. The cameras surrounding the Innes Pavilion were also analogue and not vandal-proof, an important consideration at this particular area of the site. Alan went on to explain that it was proposed to upgrade the CCTV system at Court Lodge Fields to one with the same specifications used at Horley Recreation Ground. Regular maintenance would be carried out by the

- C 4883)** Town Council's existing provider, Innovations Fire & Security Ltd. It was explained that three companies had been invited to provide a quotation for the works, of which two had responded:
- Innovations Fire & Security, the Town Council's existing CCTV provider had provided a quotation of £6,205 plus VAT to carry out the works.
- A second company had provided a quotation of £6,950 plus VAT to carry out the works.
- Alan Jones concluded that the quotation from Innovations was within the existing budget for CCTV for 2020/2021 (£12,000 in total) and would represent an extension to the Town Council's existing contract with the Company, as they had carried out similar works to the CCTV system at Horley Recreation Ground.
- After some brief discussion, the following was resolved:
- RESOLVED: that Innovation Fire & Security Ltd be appointed to carry out the upgrade of the CCTV camera system at Court Lodge Fields (to include the playground & the Innes Pavilion), for the total sum of £6,205 plus VAT.***

C 4884 **Staffing Updates**

Cllr George reported that there were no updates regarding Grievance Allegations being made by a former member of staff. The Town Clerk added that Staff Appraisals were anticipated to be carried out within the next few weeks.

RESOLVED: noted.

C 4885 **Diary Dates**

Upcoming events were noted, however many were subsequently cancelled in the light of the Coronavirus Outbreak.

Meeting closed at 9.34 pm

**Date of next meeting: 28 April 2020
(Meetings Schedule amended in view of the Coronavirus Outbreak.)**

Notes of Joint Meeting: SCC / RBBC / HTC

31 January 2020, at 3.00 pm, in the Town Council offices, 92 Albert Road, Horley

Present: Cllr Kay Hammond (KH)
Cllr Andy Lynch (AL)
Cllr Mike George (MG)
Joan Walsh (JW)

Apologies: Cllr Graham Knight (GK)
Cllr David Powell (DP)

1. Proposed Horley Place and Prosperity Partnership

The proposals by the RBBC Executive Member for Place and Economic Prosperity, Cllr Eddy Humphreys, on the new Horley Place and Prosperity Partnership, were considered. The following comments were made to the draft Terms of Reference, dated 10 January 2020 (copy appended):

Title: Horley Place and Prosperity Partnership 2020

- The proposed title should be changed to capture more community identity (including business, voluntary, community and public sector partners).
- The word 'Place' lacks identity.
- Reference to the year '2020' has no meaning in this context since it is assumed the partnership will remain in existence well into the future.
- Alternative title suggested: Horley Town Regeneration Group.

Background:

- Strategic leadership is not just required from the business community, but also from local authorities, since Councillors are representing residents' views.
- Although an icon footbridge over the mainline railway would be a positive new landmark, any proposals to remove the subway seems impractical since appropriate accessibility for cyclists, mobility/pushchair users is essential.
- Surrey County Council has already begun to deliver sustainable travel routes across the town.
- Again, Councillors would be representing residents' views on proposals for the Gatwick Airport expansion plans.

Purpose:

- The vision described here has already been met by the Horley Town Management Group (HTMG) to a large extent.

Membership and Structure:

- The Chairmanship should be Councillor and serve a term of 2 years.
- The Vice-Chairman should be recruited from the business, voluntary or community sector.

Core Group:

- Only one representative for the County, Borough and Town Councils have been proposed, with three members proposed from other groups eg. Resident Associations. Why is this proposed ratio higher than representation from the local authorities?
- There is no mention of business, voluntary or community sector groups within the 'Core Group' and should therefore also be clearly listed here.
- The Core Group should be kept confined with interested community groups invited to participate to share their levels of expertise, past experiences and future vision for Horley where certain topics relate to their particular interests.

Meetings Frequency and Secretariat Support

- Four meetings per year are proposed. This is considered insufficient and should be increased to six meetings per year together with an annual workplan, programme of topics and a series of dates to be agreed in advance.

Ground Rules

- The Ground Rules proposed are considered patronising and should be replaced with the seven 'Nolan Principles' which form the basis of good ethical standards.

✚ Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

General Comments:

- Further careful consideration should be given to the Draft Terms of Reference for the new partnership, since earlier recommendations to combine the two groups (Horley Regeneration Forum (HRF) and Horley Town Management Group (HTMG) have, to a certain extent, been lost in these proposals.
- The proposals for this partnership are thought to be a completely separate entity to anything put forward previously.
- It is suggested that a detailed feasibility study be undertaken before the new partnership is formed.
- A pre-meeting with the RBBC Executive Member for Place and Economic Prosperity together with HTMG, County, Borough and Town Council representatives is considered imperative to review the partnership proposals, set priorities and to agree the way forward.

It was further noted that the HTMG Chairman and Horley Town Council would send a separate response to Cllr Eddy Humphreys on the proposals (copies appended). The Town Council's response would be subject to further consideration and approval at its Full Council meeting on 11 February 2020 (subsequently approved). A further update would be provided at the next SCC/RBBC/HTC Joint Meeting

2. Review of Previous Meeting (held on 29 November 2019) and actions required:

2.1 Dialogue with Network Rail - Condition of Footbridge and Underpass:

Brought forward from previous meeting:

GK to follow up with Network Rail representatives on possible rail improvements (to include flooding prevention in the underpass and footbridge upgrade) and enquire if a meeting can be arranged at HTC. **Action: GK**

2.2 Proposal for formation of new Rail Users' Forum in Horley:

Brought forward from previous meeting:

There was no update - GK to follow up. **Action: GK**

2.3 Regent House Management:

Brought forward from previous meeting:

GK to follow up with the RBBC Community Partnership Portfolio Holder, Cllr Rod Ashford, on the effective management of Regent House after the transfer from Staywell back to the Borough Council, from 1 April 2020. GK to further provide DP with the new contract details (including an assurance that members would no longer be faced with annual subscription fees being levied for using the community facility). **Action: GK**

2.4 Forecourt, Court Lodge shops:

KH advised she had met with the Senior Highways Officer to review the replacement bollards (or alternative solution) on the forecourt at the Court Lodge Road shops. This was now in hand and a date for the necessary works should be confirmed by the next meeting. **Action: KH**

2.5 A23/Air Balloon junction – collapsed/blocked drain:

It was noted that SCC had reportedly programmed the works to be carried out over the half term in the week commencing 17 February, to avoid disruption. Extensive works would be required along with appropriate traffic management.

(It was subsequently noted that the works had not been carried out within this timeframe. The matter would therefore be taken up with GK at the next meeting.) **Action: GK**

3. Highways Matters

3.1 Joint Highways Meeting with SCC Highways Member, Cllr Matt Furniss

An update on the recent joint meeting by Salfords & Sidlow TC and Horley TC with Cllr Furniss was received. MG and JW gave a summary of the matters covered, as summarised in the Town Council's [Planning Committee minutes \(P 6701\)](#), dated 14.1.20).

3.2 Horley Pavement Audit Committee (HPAC)

JW advised that the Horley Pavement Audit Committee had been established to identify pavements in Horley in a poor state of repair and causing problems for mobility users. The group had included residents and regular meetings were taking place at the Town Council offices, chaired by Cllr Fiona Stimpson. KH advised that the Senior Highways Manager for Horley should be consulted on the project and a site visit arranged to prioritise a shortlist of the worse affected areas to be considered in the first tranche. The HPAC would be updated accordingly. **Action: MG/JW**

4. Horley Precinct Refurbishment

4.1 Outstanding reinstatement works following emergency repairs:

There was no further update on reinstatement works to be carried out by UKPN at the far end of the Precinct, leaving the newly paved area with a covering of unsightly concrete. The suggestion that RBBC consider completing the works and recharge the utility company was thought to be inappropriate use of public money since UKPN is the company wholly responsible. The situation would be closely monitored until the matter had been resolved. It was hoped that GK would provide a further update at the next meeting. **Action: GK**

4.2 Responsibilities for the ongoing maintenance costs of the new Horley Town Centre signage, post installation:

MG advised that a site meeting was due to be arranged with the Senior Highways Manager and the HTMG (Wayfinding Group) to arrange the positioning of the totem, flag and map signage in the Precinct and surrounding areas after a business case had been presented to RBBC to secure monies from the Mary Portas Fund. However, there were concerns about Horley Town Council being made responsible for its ongoing maintenance since it had no statutory powers to do this for equipment positioned on the public highway and the signage project was being managed through HTMG, not the Town Council. The exact location of the signage and ongoing maintenance issues were yet to be resolved with SCC. MG would provide a further update at the next meeting. **Action: MG**

4.3 General Update:

JW advised that the planters had arrived and were in storage at the RBBC Earlswood depot. HTC would be consulted on the shrubs to be planted and positioning in the Precinct before undertaking ongoing maintenance. There was no further information on the installation of the mixed recycling bins. A query had been raised by a former resident that the surround around the Millennium Mosaic appeared to be missing. It was, however, thought this was not the case since the feature had never been removed from its original position.

5 'Café in the Park' Project, Horley Recreation Ground

JW advised there were more delays to the programme timetable arising from adverse weather conditions together with some drainage and utility issues to be resolved. It was therefore anticipated that partial completion and handover to the Town Council would be in March. It was hoped that the internal fit out of the Café by the operator could then commence. A full planning application for the car park extension and redesign had been lodged with the Borough Council and was expected to be determined by 5 March. With full completion of the build anticipated by the Spring, KH suggested that the Lord Lieutenant (or Deputy) might be invited to the official opening ceremony and this would be considered nearer the time.

6 Any other business

6.1 Horley Town Park

MG advised that Town & Borough Councillors for Horley would continue to make enquiries and pursue opportunities on the potential of a Town Park in the local area being identified.

6.2 Horley YMCA

JW advised that the YMCA briefing at the Council offices had taken place. Informative presentations were received from the CEO, Ian Burks, and the Horley Family Centre Manager, Natalie Hughes. It was hoped that Town Councillors would have an opportunity to visit the new centre and learn more about youth activities available, especially for 11-18 year olds, in the near future.

6.3 Horley Residents Forum Meeting

It was noted that the next *Horley Residents Forum Meeting* would be held on 5 February, 7pm, at the Council offices (Edmonds Hall).

6.4 Horley Town Meeting

It was noted that the Town Council would be holding its annual *Town Meeting* on 24 April, 7pm, at the Council offices (Edmonds Hall) and the guest speaker would be the SCC Cabinet Member for Environment & Waste (Mike Goodman).

6.5 Date of next meeting

Friday, 1 May 2020, 3.00 pm, HTC offices: **(tentative)**.

Horley Residents' Forum
5 February 2020
Chairman – Cllr David Powell

Updates from the previous meeting:

- Kay Hammond reported that the yellow lines agreed as part of the parking review 2019 should have been in place by 31 December 2019 however, due to weather delays, these should now be completed by the end of the financial year, 31 March 2020.
- Mike George updated that Gatwick has now identified land for taxis to park on.

Parking issues

- A resident reported that a permit parking petition has been done for Oakwood Road, as the residents of the maisonettes have no off-road parking, unlike the many large houses in the road. The residents would like just a short restriction, e.g. two hours from 10am-12pm or four hours from 10am-2pm. County Cllr Kay Hammond explained that their petition will be considered by the Reigate & Banstead Local Committee. Those present indicated that there are positives and negatives for resident parking schemes, and not everyone will want them (cost, restrictive for workmen etc).
- Someone else enquired as to whether there was any truth to the rumour printed by the Surrey Mirror that Surrey County Council is considering removing the free parking from Horley High Street – Kay responded that she had not heard anything about this.
- Martin Saunders flagged up the Surrey County Council website, where you can report any highways issues

<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/report-a-highway-problem>

<https://www.surreysays.co.uk/environment-and-infrastructure/copy-of-parking-controls-request-reigate-and-banstead/>

- Horley Infant School and Yattendon School are co-hosting a residents' meeting regarding road safety in Albert Road, Lumley Road and Oakwood Road, to be held on Tuesday 25 February 2020 from 7-8pm at Horley Infant School.
- David Powell pointed out that some years ago, he arranged for Reigate and Banstead Borough Council to offer 15 minutes' free park in the High Street car park to allow parents to drop off/pick up their children from Horley Infant School and Yattendon School. However, one parent pointed out that 15 minutes is not long enough when Horley Infant School finishes at 15:15 and Yattendon School finishes at 15:30 to get to both schools. David promised to investigate extending the free time period with the borough.

Environment

- David Powell confirmed the re-launch of the Horley Environment week. He touched on the history of past campaigns.
- Martin Saunders spoke about Horley Town Council's efforts to go carbon neutral. He mentioned that the Council would like to see more vehicle recharging points in Horley, especially in light of the recent announcement that sale of new petrol and diesel cars will be banned by 2035.
- David announced that the Town Council's gardening contractors are moving towards battery-powered mowers and strimmers, which will be better for the environment.
- David invited any suggestions regarding environment matters to be forwarded to the Town Council offices
 - One initial suggestion made was for better clarity from RBBC as to what can/cannot be recycled and what should go into each bin

Horley Recreation Ground updates

- David Powell reported that the outside of the café is now completed and the fitting out of the inside is now being done.
- Carol Fenton (Head of Leisure) announced that the Town Council is finalising a contractor for the refurbishment of the tennis courts – they will be re-fenced and re-surfaced, enabling the 'Tennis for free' programme to take place there on weekends.

Pavement Audit

- Fiona reported that she has received several examples of bad pavements – both photos as well as locations
- People were invited to take a leaflet (either from the meeting or at a later stage from Council offices)
- The next meeting of the Pavement Audit Group is on Wednesday 12 February, 7pm at the Albert Rooms, 92 Albert Road.
- It was reported that the flooded pavement at The Air Balloon is due to a broken drain, which Thames Water are due to look at – there are complex traffic management issues (scheduled for February 2020).
- Jante Baird offered feedback from a resident unable to attend, who reported that crossing roads from The Acres going to the town centre can be very hazardous. Jante agreed to find out the exact route that is the issue and will invite the resident to join the Pavement Audit meeting.

Pedestrian Precinct

- Following the emergency work, the supplier (UK Power Networks) did not replace the block paving.
- Kay Hammond clarified that the supplier is obliged to make good the site, however they are at liberty to do so at their own convenience. (expected to be within a six-month timescale).
- Kay confirmed that SCC will not repair the site themselves, because they do not wish to risk taxpayers' money in fixing the site and then trying to reclaim costs from the supplier.
- It was suggested that residents direct their complaints to the supplier to make them aware of the depth and force of the anger in the town at their failure to make good the flooring.

Westvale Park

- A query was raised over the new link road from A23 to Westvale Park and whether the residents of the western half of Westvale will be able to use this, or if it will be restricted to those living to the east of Meath Green Lane. (To be checked with one of the Borough Councillors that are on the RBBC Planning Committee and reported back at the next meeting).
- Residents mentioned that vans use the bus gate when the gate is broken.

Charities' Field (between Sainsbury's petrol station and Cambridge Hotel)

- It was confirmed that there has been no further application for housing on this site.
- Someone asked why it was rejected: various reasons mentioned including flooding, social housing, does not follow the DMP.

Secondary School provision in Horley

- A resident pointed out that she lives in Horley but, due to a lack of school places, she has a 13-year old at secondary school in Redhill and a 16-year old at school in Croydon. She asked what plans were in place to increase capacity.

Shops

- Residents commented on the lack of shops appealing to teens in Horley and also the lack of things to do in the town.
- Other comments were around the lack of diversity of shop types; however, James Baker noted that we have had a very diverse range of shops that have closed recently – fireplace shop, music shop, gun shop, bookshop, etc – and Martin Saunders pointed out the planning application recently for the old bookshop to be turned into an escape room.
- Samantha Marshall noted that there is a pet food market stall in the Central Car Park fortnightly, run to raise money for their animal sanctuary and it is next due to be there on Saturday 15 February.

Railway underpass

- Complaints were raised about cyclists not dismounting when they travel through the underpass.
- Suggestions such as cameras or mirrors were raised, however as the site is the property of Network Rail, all three councils are powerless to take any action – David will send a letter as Chairman of Horley Town Council.
- David Powell noted a wider problem with cyclists riding on pavements in the town without due care and attention to pedestrians however there is a lack of enforcement.

Parking enforcement

- It was suggested that the zebra crossing on Consort Way is too close to Victoria Road; also there are frequently drivers infringing the yellow lines outside the fish and chip shop, as well as parking on the zigzags of the crossing.
- It was questioned why the Parking Enforcement Officers stop work at 5pm or 5:30pm – everyone knows this and therefore infringements increase after this time. Feedback needs to be passed to Borough Councillors and Enforcement Officers.
- It was also mentioned that there are infringement issues around Manorfield School on Sangers Drive and Manor Drive.

The Chairman, Cllr Powell thanked everyone for attending and explained that the next Residents' Forum meeting would be combined with the Horley Town Meeting on Friday 24 April at 7.30 pm (refreshments from 7.00pm), where there would be a presentation and Q&A session from Cllr Mike Goodman, SCC Cabinet Member for Environment and Waste. (Sadly this meeting subsequently had to be postponed due to the Coronavirus outbreak.)



HORLEY TOWN COUNCIL INTERNAL CONTROL REVIEW 2019/20

Background

The Accounts and Audit (England) Regulations 2011, *Regulation 4 (2)* requires “the Council to conduct an annual review of the effectiveness of its system of internal control which includes the arrangements for the management of risk.”

An effective system of internal control is split into three parts:

1. **Risk Assessment**
2. **Control or procedures in place to mitigate the risks identified**
3. **System for testing the adequacy of internal controls (Internal Audit)**

Risk Assessment

The Council’s Finance Committee conducted a full risk assessment on 28 January 2020. In that risk assessment, it reviewed financial controls, inter alia:

- Risk of consequential loss of income
- Loss of cash through theft or dishonesty
- Financial controls and records
- Compliance with HM Customs and Excise Regulations
- Sound budgeting to underlie annual precept
- Compliance with borrowing restrictions
- Business continuity
- General Data Protection Regulations (GDPR)
- Protection of physical assets
- Safety of staff and visitors
- Security of buildings, equipment etc.

Control Systems

The Council has manual reconciliations in place to detect error. Duties are segregated between staff for the operation of its banking systems, and in turn, **one Councillor, the Clerk and the RFO authorises payments (three signatories in total)**. Members review summaries of receipts and payments, preventing or detecting budget overspends and unauthorized expenditure. **A Member (who is neither the Chairman of the Council nor a cheque signatory) signs the bank reconciliations and the bank statements as evidence of the verification.** Insurance cover is reviewed periodically.

Internal Audit

An independent Auditor is in place to check that the internal controls are in place. The scope of internal audit, independence, competence, planning and reporting are shown overleaf.

Audit Programme Content

The Local Councils Governance and Accountability Guidelines have been taken into account in establishing the range of audit work and level of testing. Audit work has been programmed under the following five areas:

Corporate Governance - This has included a review of the Council's system of administrative control for providing information and instruction to Councillors and staff in relation to their responsibilities and compliance with legal and statutory requirements.

Accounting Practices – The Audit review has assessed the systems for recording and controlling day-to-day accounting transactions. It has included a review of controls covering the recording of income and expenditure, computerised accounting systems, petty cash and budgetary control practices. Attention has also been paid to control procedures relating to periodic income and expenditure and the accounting process associated with reconciling the SCRIBE system to Local Government accounting requirements.

Expenditure - In the main, work has been conducted reviewing the Council's systems of incurring, validating and authorising payments. Other work included an assessment of system controls covering payroll, General Power of Competence expenditure and miscellaneous payments including expenses.

Income - The Council's systems for requesting, receiving and controlling income has been reviewed in relation to accuracy of postings, banking arrangements and debtor control.

Annual Accounts - Work on the 2019/20 annual accounts will include validation of the accuracy of the final accounting papers and preparation of supporting documentation required by the external auditor.

LIST OF AUDIT PROGRAMMES

Corporate Governance

- A1 - Control environment
- A2 - Legality
- A3 - Risk management and insurance
- A4 - Fraud and corruption
- A5 - Committee papers and Minutes
- A6 - Assets and investments

Accounting Practices

- B1 - Books of accounts
- B2 - Bank reconciliation
- B3 - Petty cash
- B4 - Budgetary control
- B5 - Reserves/cash balances

Expenditure

- C1 - Accounts for payment
- C2 - Payroll
- C3 - General Power of Competence
- C4 - Capital
- C5 - Miscellaneous income and expenses

Income

- D1 - Receipts and banking arrangements
- D2 - Precept and grants
- D3 - Main areas of expected income
- D4 - Miscellaneous income

Annual Accounts

- E1 -Year-end controls
- E2 -Year-end accounts

Other

- F1 - Salary Payments and PAYE in Real Time (RTI)
- F2 - Café Pavilion Project
- F3 - Community Infrastructure Levy (CIL)

Annual review of the effectiveness of internal control and the management of risk 2019/20

Expected Standard	Evidence of Achievement	Yes or No	Areas for Development
1. Scope of internal audit	<p>Terms of reference for internal audit were approved by Full Council on 27.11.07</p> <p>Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements</p> <p>Internal audit work covers the Council's anti-fraud and corruption arrangements</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p> <p>No development necessary</p> <p>No development necessary</p>
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations)</p> <p>Reports are made in own name to management</p> <p>Internal Audit does not have any other role within the Council</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p> <p>No development necessary</p> <p>No development necessary</p>
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity</p>	<p>Yes</p>	<p>No development necessary</p>
4. Relationships	<p>All responsible officers (Clerk/RFO and Finance Chairman) are consulted on the internal audit plan.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter)</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p> <p>No development necessary</p> <p>No development necessary</p>
5. Audit Planning	<p>The annual Internal Audit Plan properly takes account of all the risks facing the Council</p>	<p>Yes</p>	<p>No development necessary</p>

and Reporting	and has been approved by the Council following the adoption of the Risk Assessment and Management Paper 2019-2020.		necessary
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Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review took place by the Internal Audit Review Sub-Committee and the paper was approved at the Full Council meeting to be held on 11 February 2020.

Adopted by Horley Town Council 11 February 2020

Next Review Date: February 2021



HORLEY TOWN COUNCIL RISK ASSESSMENT AND MANAGEMENT 2019/20

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking.
	Security of buildings, equipment etc	M	H	Alarms (security, smoke and panic) installed at Council Buildings and serviced and tested regularly, in accordance with current regulations. Passwords and keys strictly restricted to nominated personnel. Additional butterfly locks installed on the interior of the two Council Office entry doors to enable safe access and to comply with fire safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts. New Fire Panel installed at Innes Pavilion with automatic alarm monitoring. New Café construction will have a valuation and full risk assessment carried out prior to final handover by contractor.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers.
	Business Continuity	L	M	Insurance cover is £50,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash through theft or dishonesty	L	H	Fidelity Guarantee in place for the sum of £500,000. Safe used for storage of all petty cash, mayoral chain of office etc. in alarmed office. Office keys strictly restricted to nominated personnel.
	Financial controls and records	L	M	Monthly reconciliation prepared by RFO, checked by Town Clerk and reported to Finance Committee. Three signatures on cheques or internet banking has been retained for good practice. Two nominated Councillors conduct a review prior to F&GP Committee meetings, our Internal Auditor checks procedures and External Auditors review our accounts.
	Compliance with HMRC Regulations	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Use of VAT Help Line when necessary to answer queries. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically.
	Sound budgeting to underlie annual precept	L	M	Finance & General Purposes Committee and Full Council receive detailed budget vs. actual reports. Precept derived directly from this and prior committee review of needs.
	Compliance with borrowing restrictions	L	L	Advice sought from Surrey ALC as appropriate.

Liability	Risk to third party, property or individuals	M	M	Public Liability Insurance held amounting to £15m cover. Open spaces checked regularly. Playgrounds, equipment and trees checked regularly. Incidents fully investigated if damage reported.
	Legal liability as consequence of asset ownership (especially playgrounds)	H	H	Daily and weekly reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register. Annual playground checks made to RoSPA criteria.
	Compliance with HM Revenue and Customs Requirements	L	M	Regular advice available from HMRC, VAT Helpline and Sage etc. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	M	Regular Health & Safety Risk Assessment checks of Council Offices particularly before public events. Fire Risk Assessments undertaken by accredited Fire Protection Company at Council Offices and Innes Pavilion and modifications completed, as required. HTC Officers trained in accredited Fire Safety Training programme, covering new legislation. Panic alarm installed with feed to Surrey Police. Additional security measures put in place following advice received from the Surrey Police Crime Reduction Officer in December 2016. [Review 2020].
Legal Liability	Confirmation that activities are within legal powers	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via website.
	General Data Protection (GDPR)	L	L	A Data Protection Lead role (not a named officer) has been created to ensure full compliance with current legislation together with a dedicated email inbox named 'Data Protection' to deal with any enquiries received. There is no requirement for individual Town Councillors to be registered with the Information Commissioner's Office (ICO).
	Proper document control	L	M	Leases and legal documents locked in secure cabinets. Scanned electronic copies of all such documents are kept in a secure, confidential area on office computer server. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
Admin	Data integrity and resilience	M	H	Broadband used for all internet traffic, real-time virus scans on all workstations and the dedicated server and use of up to date virus libraries. All data is stored in SharePoint. A copy of the data in SharePoint is backed-up to the Council's server and, in turn, backed-up to external disks as an extra security measure.
Councillor Propriety	Registers of Interests	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or by prior appointment.

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Adopted by Horley Town Council 11 February 2020
Next Review Date: February 2021

Carol Fenton

From: Carol Fenton
Sent: 14 February 2020 21:55
To: Martin Packman
Cc: James Bradley; Richard.Burton@idverde.co.uk
Subject: RE: Grounds Maintenance Meeting, 30 January 2020
Attachments: GM Contract 2016.pdf

Dear Martin

Following our Council Meeting this week, the Town Council will be very pleased to accept a three-year extension to our Grounds Maintenance Contract with yourselves under the terms put forward:

2021 – no price increase at all
2022 – 2% increase (no RPI to be applied)
2023 – 2% increase (no RPI to be applied)

The current Contract Specifications to remain unchanged. (Contract is attached for information.)

Battery-powered small kit to be used on the contract from 2021 until the end of 2023.

I believe that you may have used the incorrect figures in your contract sum calculations. The £46,282 you refer to was in fact the core sum for 2018. The 2019 core sum is £47,525 and I would assume that this is the figure, to which the RPI 3.1% should be applied in the first instance, before the 2% increase is applied in 2022 and 2023.

Assuming we are correct in our thinking, please could you send the revised contract figures through to us and please may we also have an Agreement of Variation to sign.

We look forward to hearing from you and to working with *id verde* in the future.

Kind Regards
Carol Fenton, Head of Leisure, Horley Town Council

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The views of the author of this e-mail may not necessarily reflect those of the Town Council.

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From: Martin Packman <Martin.Packman@idverde.co.uk>
Sent: 04 February 2020 13:47
To: Carol Fenton <carol.fenton@horleysurrey-tc.gov.uk>
Cc: David Powell <dtpowellcllr@gmail.com>; James Bradley <James.Bradley@idverde.co.uk>; Darren Pillar

HORLEY TOWN COUNCIL

Joan Walsh

Town Clerk

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Cllr Eddy Humphreys
Executive Member for Place & Economic Prosperity
Reigate & Banstead Borough Council
Town Hall
Castlefield Road
Reigate
Surrey
RH2 0SH

Sent by Email: Cllr.Humphreys@reigate-banstead.gov.uk

13 February 2020

Dear Cllr Humphreys

Horley Place and Prosperity Partnership 2020 Proposal

Thank you for consulting Horley Town Council on proposals for the creation of a '**Horley Place and Prosperity Partnership**' and forwarding the draft Terms of Reference together with an opportunity to comment. The matter was given very careful consideration at our Full Council meeting, held on 11 February, and the following observations were made:

On reviewing the proposals for the new proposed partnership, our members felt that there was a strong focus on the regeneration of Horley through the formation of a strategic joint working group with a shared vision to achieve sustainable economic growth. They noted with positivity some of the key principles set out to acquire wide-ranging urban regeneration opportunities and public realm improvements to meet the demands of the rising population of Horley in recent years.

At the same time, however, our members raised concerns that the proposed new partnership does to some extent, overshadow earlier discussions and former plans to merge the existing **Horley Town Management (HTMG)** and **Horley Regeneration Forum (HRF)** as one group with essentially the same common purpose. They do accept that that it is not intended for the new partnership to replace HTMG as an established body. However, these new partnership proposals would undoubtedly contravene initial plans to proceed with this merger even though the recommendation had previously been supported by both groups (subject to agreement of the new Terms of Reference).

It should also be noted that HTMG representatives had already in previous years carried out extensive work to identify what was needed to be delivered to improve the town's vitality and long-term potential as well taking opportunities to pursue various funding initiatives. For example, the group acquired monies from the 'Mary Portas Fund' which have been earmarked for extra contemporary signage in the refurbished High Street Pedestrian Precinct. HTMG made a further successful bid for money from the 'High Street Innovation Fund' to investigate measures to enhance the town in the form of a revitalisation study which involved detailed public surveys and other community engagement. All of these outcomes were later published in their 'Town Vision' report.

Along with HTMG, the Town Council has also supported RBBC in bids for funding through its business case, such as, the Coast-to-Capital LEP Local Growth Fund last year. As the Town Council supports HTMG as an outside body and facilitates its meetings, it is felt that the group should be able to continue to move forward in this respect and work closer with local authorities and other agencies to enable Horley to prosper.

Moving on to the new partnership proposals you have provided, our members commented on the Draft Terms of Reference, as follows:

➤ **Title: Horley Place and Prosperity Partnership 2020 (Page 1):**

- The proposed title should be renamed to capture more community identity (including business, voluntary, community and public sector partners).
- The word 'Place' lacks identity.
- Reference to the year '2020' has no meaning in this context since it is assumed the partnership, once established, would remain in existence well into the future.
- An alternative title put forward for consideration is: '**Horley Town Regeneration Group**'.

➤ **Background (Page 1):**

- Strategic leadership is not just required from the business community, but also from local authorities, since Councillors are representing residents' views.
- Although an icon footbridge over the mainline railway would indeed be a positive new landmark, any proposals to remove the subway seems impractical since appropriate accessibility for cyclists, mobility/pushchair users is essential.
- Surrey County Council has already begun to deliver sustainable travel routes across the town.
- Again, Councillors would be representing residents' views on proposals for Gatwick Airport expansion plans.

➤ **Purpose (Page 1):**

- The vision described in this paragraph has already been met by members of HTMG to a large extent (as aforementioned).

➤ **Membership and Structure (Page 2):**

- The Chairmanship should be a Councillor; the Vice-Chair recruited from the business community, and both should serve a term of 2 years (as is currently the case with HTMG).
- Councillors will have Chairmanship experience, extensive knowledge of the local area and their role of public office would eliminate any potential conflict of interests.
- Councillors may also influence the development of a proposed new Horley Business Park and proposed Gatwick Airport expansion plans.

➤ **Core Group (Page 3):**

- Only **one** representative for the County, Borough and Town Councils have been proposed, with **three** members proposed from other groups eg. Resident Associations. Why is this proposed ratio higher than council representation?
- There is no mention of **business, voluntary or community sector groups** within the 'Core Group' and should therefore also be clearly categorised here. There is also concern that recruiting from the business sector may be difficult and major employers in Horley are not in abundance at present.

- The Core Group should be kept more confined with interested community groups invited to participate to share their levels of expertise, past experiences and future vision for Horley and where certain topics relate to their particular interests.
 - The Core Group should reflect a 'PESTLE' analysis framework to examine the key factors (Political, Economic, Sociological, Technological, Legal and Environmental) influencing an organisation from the outside and to guide strategic decision-making.
- **Meetings Frequency and Secretariat Support (Page 3):**
- Four meetings per year have been proposed. This is considered insufficient and should be increased to six meetings per year together with an annual workplan, programme of topics and a series of dates agreed in advance.
- **Ground Rules (Page 3):**
- The Ground Rules proposed are considered to be patronising and should be replaced with the seven 'Nolan Principles' which form the basis of good ethical standards (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).

Conclusion:

In summary, it is suggested that careful consideration should be given to the Draft Terms of Reference for the new partnership along the lines indicated above, since the earlier recommendation to combine the two groups (HRF/HTMG) have to a degree been lost in these proposals.

The proposals for this partnership are thought to be a completely separate entity to anything put forward previously. It is therefore suggested that a detailed feasibility study be undertaken before the new partnership is formed.

A pre-meeting with you along with HTMG, County, Borough and Town Council representatives is considered imperative to review these partnership proposals, set priorities and to agree the way forward.

We trust that our comments will be given due consideration and we look forward to hearing from you in the hope that the meeting we have requested may be arranged at the earliest opportunity.

Yours sincerely



Joan Walsh
Town Clerk

cc: Borough Cllr, Andy Lynch - HTMG Chairman
County & Borough Cllr, Graham Knight
County Cllr, Kay Hammond
Carrie Burton - RBBC
Simon Bland - RBBC
Cllr David Powell - HTC Chairman & Town Mayor

Refurbishment of Public Tennis Courts Horley Recreation Ground – Final Report

The refurbishment of the Horley Rec Tennis Courts is long overdue, however previous quotations received, following discussions with the Lawn Tennis Association (LTA) have been quite prohibitive, so the project had been placed very much on the “back burner”

More recently however, the Town Council was approached by Gareth Balch from the Horley Lawn Tennis Club, who was keen to start the LTA “Tennis for Free” scheme in Horley, as he had recently done at the Maidenbower tennis courts in Crawley. Gareth suggested that, based on refurbishment costs at the Maidenbower courts, the Horley tennis courts costs were likely to be of a more feasible level that the Town Council could consider.

The Town Council resolved at its Full Council meeting on 15 October to use current CIL funds of approximately £23,000 towards the Tennis Courts Refurbishment Project, noting that there was also approximately £18,000 remaining in the Playgrounds Earmarked Fund.

The Leisure Committee Chairman and I subsequently met four companies on site and received quotations from three of them. The project was also placed on the Contracts Finder website, as a result of which, three further quotations were received.

The quotations were considered in detail at the Leisure Meeting on 7 January, where members approved the recommendation that:

“either Contractor One or Contractor Two (names withheld in the public domain) be appointed to carry out the refurbishment of the Horley Recreation Ground Tennis Courts, a final decision to be taken by HTC Leaders following an evaluation of the two quotations by an independent Consultant”

A breakdown of these two quotations is as follows:

Contractor One

Surfacing, new tennis posts & nets & preparatory works (includ. root repairs):	£24,355
New perimeter edging:	£ 1,870
Second gate & link path:	£ 1,340
New chain link & painting of posts:	£ 5,595
Post replacement as needed (say 5 @ £77.50 per post):	£ 387.50

Total Cost: **£33,547.50**

Contractor Two

Surfacing, new tennis posts & nets & preparatory works (includ. root repairs), New perimeter edging, new chainlink, 5 new posts (rest painted) & 2 nd gate:	£33,425
Link path from 2 nd gate:	not included

Total Cost: **£33,425.00**

These two quotations were then evaluated by a Building Consultant working on sports projects who recommended obtaining fixed price quotations from both Contractors. Following further site meetings, fixed price quotations were received from both contractors.

Contractor One quoted very favourably if the work was to commence in the first half of February and agreed that they would hold this price if the work had to be delayed due to adverse weather conditions. Their fixed price quotation of £33,635 also included the replacement of 15 intermediate fence posts.

Once Contractor Two had added the cost of the link path from the new second gate, their revised fixed price was somewhat higher at £34,765 and only included the replacement of 5 intermediate fence posts.

I circulated this information to HTC Chairmen & Vice-Chairmen, along with the revised quotations and no adverse comments were received. Following a brief discussion with those Leaders present at the Finance Meeting on 28 January it was agreed to appoint Contractor One, Trevor May Contractors, to carry out the works.

Following final discussions with Trevor May, it was agreed to also have 14 metres of Root Barriers installed at an additional cost of £700, making a total of £34,335 plus VAT.

Trevor May has now been appointed to carry out the full refurbishment of the tennis courts in Horley Recreation Ground for the total Contract Sum of £34,335 plus VAT and this decision is to be ratified at the Full Council meeting on 11 February 2020.

**Carol Fenton, Head of Leisure
6th February 2020**

This report was updated on 16 April 2020, to enable it to appear in the public domain.