

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Hilary Gullen
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Leatherhead KT24 6QT
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22 July 2025

You are summoned to attend the Annual Statutory Meeting of the East Horsley Parish Council to be held in the Village Hall Clubroom on **Monday, 28 July 2025** commencing at **7.30pm**.

Hilary Gullen
Clerk and Responsible Financial Officer

AGENDA

1. To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.
2. Declaration of Disclosable Pecuniary Interests by councillors on any of the agenda items below in accordance with The Relevant Authorities.
3. To consider the co-option of two new Parish Councillors: Chris Jany and David Holliday (please see details attached at appendix 4)
4. Minutes of the previous meetings. To be agreed & signed by the Chair as a true & accurate record (attached appendix 1).
5. Chair's Comments
6. Surrey County Council and Guildford Borough Council updates
7. Public Participation.
The meeting will be adjourned for members of the public to make a comment or ask a question on items within the agenda or relevant matters.
8. Planning and Environment Matters
To receive a report from the Chair of the Committee.
Applications considered attached – Appendix 2
9. Financial Matters
To approve the list of payments amounting to £27804.34 previously authorised by councillors.
Appendix 2 contains a list of cheques signed by councillors prior to the meeting
10. To approve renewal of one desktop and one laptop computer for the office. The approximate cost will be £1600 + VAT.
11. Horsley Big Day Out report and finances (Ref Steve Harvey)
12. To discuss and agree the submission of the Local Government Reorganisation response.
13. To discuss and agree parish council website domain and email migration
14. The Forest Footpath – request for funds
15. Padel project working group update:

The Parish Council is asked to approve:

That the Padel Project Working Group should apply to Guildford Borough Council for full planning permission.

That the Parish Council should agree a budget of up to £15,000 to engage professional support for this planning application. This budget includes £5,000 previously agreed by the council in March but is unspent to date (further information to follow).

16. Request for funds to clear ditches at St Martins (attached)
17. Air Ambulance Charity Kent Surrey Sussex grant application (attached)
18. Task Group Progress Reports (leaders of each group will brief the council):
 - a) Communications and Events (Steve Harvey)
 - b) Climate Change Group (Sylvia Igglesden)
 - c) Road Safety and Maintenance Group (Andrew Franklin)
 - d) Village Appearance Group (Aileen Aitcheson)
 - e) Countryside Group. (Juliet Robinson)
 - f) Railway Group (Andrew Franklin)
 - g) Horsley Heritage Group (Robert Taylor)
19. Project Groups Significant Update Reports.
20. External Meetings
21. To Approve the Date of the Next Meeting – Monday, 8th September 2025.

Appendix 1: Minutes of last meeting

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT
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Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall, 16 June 2025 at 7.30pm

ATTENDANCE: Councillors; Robert Taylor (Chair), Aileen Aitcheson, Colin Carmichael, Andrew Franklin, Holly Haling, Chris Hampson, Steve Harvey and Juliet Robinson, GBC Councillor Catherine Young, SCC Councillor Dennis Booth, Nick Clemens, Clerk, Hilary Gullen, observing. Five members of the public attended.

12. Apologies: Sylvia Igglesden, Anna Mitchell

13. Declarations of Interest: None

14. Minutes of the Previous Meeting: Agreed

15. Chairs Comments: No comments

16. SCC and GBC Update:

SCC: Surrey Highways have agreed to carry out maintenance to the layby opposite Connisbee's at Lynx Hill

Devolution announcement expected regarding statutory consultation.

Concern over the removal of the school bus service was noted.

GBC: Some local parish councils had set up working groups regarding devolution.

There would be a Flood Forum meeting on 27th June.

The Station Parade car park lights are on from dusk to dawn. GBC have suggested making changes to the time clock

There had been climate activists on Staple Lane

Fly tipping had been reported on Shere Road West Horsley

17. Public Participation:

It was noted that volunteer stewards were needed for the Horsley Big Day Out.

18. Planning and Environment Matters: The Council reviewed the report on Planning & Environment Committee Meetings held since their previous council meeting. (Appendix 1)

19. Financial Matters: The list of payments issued since the previous meeting were approved, total being £40320.29 (Appendix 2)

20. Internal Audit: The Internal Audit 2024-2025 was noted to have not raised any concerns and was agreed by the Council.

21. Governance Statement: The Governance Statement 2024-2025 had been reviewed by the Finance and Risk Committee and was agreed by the Council.

22. Accounting Statement: The Accounting Statement was agreed by the Council.

23. Direct Debits and Standing Orders: The Direct Debits and Standing Orders were agreed by the Council

24. Financial Regulations: the updated Financial Regulations were approved.
25. Standing Orders: The updated Standing Orders were approved.
26. Email migration: It was noted that the email migration project had raised some issues which would be followed up by the clerk.
27. Storeroom Update: The Storeroom had been completed, and it was noted had run approximately £4000 over budget which was recognised as being due to the long time-frame of the project and the upgraded security put in place.
28. Horsley Big Day Out: It was noted that plans were progressing well, with £8,000 income already confirmed. There was a charity walk on the same day for Sam Beare Hospice, and those taking part were welcome to use the HBDO facilities provided on the day. A good number of classic cars were expected. Pre-paid parking was available.
29. Task Group Reports:

Communications and Events: Steve Harvey updated everyone on the HBDO and that the newsletter had contained a flyer with details of the event.

Climate Change Group: Catherine noted there had been a meeting that morning of Horsleys' CAN and there would be a promotion to reduce single use plastics.

Road Safety and Maintenance Group: Andrew noted that he and Juliet had been to the Surrey Highways open day. The road safety survey had received over 400 responses. Station Parade tarmac work was expected to take place in the first or second week of August, but it was not clear whether the car park would be accessible during work.

Some of the streetlights that had been installed on Ockham Road North were not working and this has delayed installation of the speed humps.

The national speed limit on Crocknorth Road is inappropriate and a reduction is being requested.

Countryside Group: Juliet noted that SCC were funding a small section of Great Ridings Wood path. Bollards will be installed at either end of the path. EHPC should request keys.

Village Appearance: There had been a meeting on 12th June. Ockham Road North streetlights had been put in without residents' approval.

A tree on Ockham Road North is causing severe heave of the pavement surface, SCC have been asked to take remedial action.

The hand-rail on the steps was to be extended.

The tree near the Cycle Shop was to be checked by SWR as it was a hazard.

Encroaching hedges near the bridge – residents to be written to by the clerk.

The possibility of new playground equipment was being looked into, with the possibility of CIL money being applied for.

Railway Group: Andrew noted that Steven Groom had resigned, and Allan Gilbertson would be co-ordinating both groups.

The water escape on the steps adjacent to the railway line is still subject to discussion with Network Rail and SCC.

Horsley Heritage Group: Robert noted that the website had been launched and a scenic walk was proposed to be set up taking in significant structures in the area.

30. Project Groups: Padel: A pre-planning application has been prepared to send to GBC, there would be further updates in July.
31. External Meetings: Andrew, Juliet had met with Surrey Highways and Holly had met with the Youth Council.

32. Retirement of Clerk: The Chair expressed gratitude to Nick for his work for the Parish Council, and a gift was presented. Nick thanked the residents of East Horsley for their support over 14 years. He was grateful to the volunteers who always stepped up when needed. He thanked SCC and GBC councillors who worked so hard on behalf of the residents. Special mention was made for Cllr Catherine Young for her hard work and support over two electoral terms. Finally he thanked all the parish councillors he had worked with and in particular the current council for their support and friendship.

33. Date of next meeting: 28 July at 7.30pm in the Village Hall Clubroom

Appendix 2:

PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee between 23rd June and 21st July 2025 and dealt with under delegated authority:

Application	Committee Response
Stemming, Oakwood Drive, East Horsley, Leatherhead, KT24 6QF Ref. No: 25/P/00767	Objection
Brook Cottage, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 25/P/00808	No Objection
Little Hatch, Forest Road, East Horsley, Leatherhead, KT24 5EY Ref. No: 25/P/00848	No Objection
Marchwood, High Park Avenue, East Horsley, Leatherhead, KT24 5DF Ref. No: 25/P/00516	No Objection
The Ridings, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 25/P/00875	No Objection
Highlands Farm, Chalk Lane, East Horsley, Leatherhead, KT24 6TH Ref. No: 25/P/00876	No Objection
Red Rose Cottage, Ockham Road South, East Horsley, KT24 6RL Ref. No: 25/P/00904	No Objection
Lerryn Cottage, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 25/P/00924	No Objection
Corner Cottage, Forest Road, Effingham Junction, Leatherhead, KT24 5HL Ref. No: 25/P/00932	No Objection
Plot 45 Ada Gardens, 11 Chestnut Way, East Horsley, KT24 6PU Ref. No: 25/P/00852	No Objection
Plot 47 Ada Gardens, 9 Chestnut Way, East Horsley, KT24 6PU Ref. No: 25/P/00912	No Objection
Plot 46 Ada Gardens, 10 Chestnut Way, East Horsley, KT24 6PU Ref. No: 25/P/00874	No Objection
Manor House, Ockham Road South, East Horsley, Leatherhead, KT24 6RN Ref. No: 25/P/00859	No Objection
Manor House, Ockham Road South, East Horsley, Leatherhead, KT24 6RN Ref. No: 25/P/00860	No Objection
Grey Walls, Chalk Lane, East Horsley, Leatherhead, KT24 6TH Ref. No: 25/P/00947	No Objection
Redmayn, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 25/P/00957	
Forest Holt, Forest Road, Effingham Junction, Leatherhead, KT24 5HL Ref. No: 25/P/00983	
Brick Kiln Farm, Old Lane, Ockham, Guildford, Cobham, KT11 1NL Ref. No: 25/P/00914	

DECISIONS reported by Guildford Borough Council from 9th June to the 18th July 2025

Only applications approved by Guildford Borough Council to which the Parish Council had objected, and applications refused by GBC or withdrawn, are reported here

Reference	Location	P&EC Response	GBC Decision
25/P/00102	Green Tiles, High Park Avenue, East Horsley, Leatherhead, KT24 5DB	Objection	Approved 24 th June

Appeals Submitted or Decided between to the 9th June to the 18th July 2025

Nil Return

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
N/A	N/A	N/A	N/A	N/A	N/A

Appendix 3:**PAYMENTS APPROVED** (1 June to 30 June 2025)

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
bp	30/6/25	payroll	Clerks' salary	2265.99	AA	CC
bp	30/6/25	A Gibson	HBDO	1110.65	AA	CC
bp	30/6/25	Payroll	fees	78.00	AA	CC
bp	26/6/25	E P E Cox	Mobile Staging	745.00	CC	AA
bp	26/6/25	A Gibson	HBDO	59.93	CC	AA
bp	26/6/25	N Clemens	Storeroom	13.00	CC	AA
bp	25/6/25	ABBA Revival	HBDO	1710.00	RT	CC
bp	25/6/25	J Hamshar	Toilet cleaning	1575.00	RT	CC
bp	24/6/25	GBC		432.50	RT	CC
bp	24/6/25	PSD Ice	HBDO	230.00	RT	CC
bp	24/6/25	Rialtas	Training	132.00	RT	CC
bp	23/6/25	EHVH	Railway TG	10.00	CC	RT
bp	23/6/25	Rialtas	Training	84.00	CC	RT
bp	23/6/25	Equals		500.00	CC	RT
bp	23/6/25	Mailbird	Newsletter	1573.81	CC	RT
bp	23/6/25	Mulberry	training	54.00	CC	RT
bp	16/6/25	Simply print	newsletter	1709.00	CC	RT
bp	16/6/25	TCWS	HBDO	204.00	CC	RT
bp	19.6.25	Colin Carmichael	Padel/HBDO	67.49	AA	CC
bp	19/6/25	A Gibson	HBDO cups	102.60	AA	CC
bp	19/6/25	Metro Signs	Heritage signs	210.00	AA	CC
bp	17/6/25	Equals		500.00	CC	RT
bp	16/6/25	Hedgehog	Labour	108.00	CC	RT
bp	16/6/25	Wilton Security	CCTV move	288.00	CC	RT
bp	16/6/25	M Jessop	Plants	128.82	CC	RT
bp	16/6/25	Repair Cafe	Public convenience repair	20.00	CC	RT
bp	16/6/25	Rialtas	training	84.00	CC	RT
bp	16/6/25	Holly Haling	Retirement gift	100.00	CC	RT
bp	6/6/25	NC	Amazon	43.88	CC	AA
bp	6/6/25	N Worsfold	Comms Consultant	1490.50	CC	AA
bp	6/6/25	George's Gardens	Garden services	150.00	CC	AA
bp	6/6/25	Mulberry LA	Training	198.18	CC	AA
bp	6/6/25	TCWS	HBDO	204.00	CC	AA
bp	6/6/25	TCWS	Newsletter	576.00	CC	AA
bp	6/6/25	TCWS	HBDO	328.80	CC	AA
bp	6/6/25	TCWS	Website design	925.19	CC	AA
bp	2/6/25	J Rogerson	Storeroom	9132.00	CC	AA
bp	2/6/25	Loos for dos	HBDO	660.00	CC	AA
TOTAL				27804.34		

Standing Orders and Direct Debits Currently in Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Guildford Borough Council (parking enforcement)	131.42	y
Monthly	Smile IT	96.00	y
Monthly	Guildford Borough Council (business rates)	702.00	n
Monthly	Surrey Pension Fund	318.20	n
Monthly	Village hall	583.33	n
Monthly	Clerk and Assistant Clerk Salaries	2387.10	n
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable 133.99	Y
Monthly	Aerial Direct broadband, VOIP	56.86	Y
Monthly	Mobile Telephone O2	13.06	Y
Annual	Information Commissioner – registration under the Data Protection Act	35.00	N/A

APPENDIX 4

Councillor Application Form : Chris Jany

Name:	Chris Jany
Address:	redacted
Phone number:	redacted
Email:	redacted
Current Employment Status:	Retired – ex Tour Operator - Operations
Interests:	Rugby, Running, gardening,
Skills & Attitudes I'll Bring to the Role (max. 200 words).	As an ex operations director with German genes, I am an organiser with a passion – not just for the outdoor life and travel – but also for building community.

Councillor Application form: David Holliday

Current Employment Status: Retired from Corporate roles. I now have Director roles, and am a 'startup' founder of a software system designed to re-engage and re-skill people back into the workforce.
Interests: Reading, History, Golf (social), Travel, Technology, AI, Classic Cars, and a bit of Cycling.
What Skills and Attitudes would you bring to the Role: I bring over 25 years of senior leadership experience as a CEO and board member, with a background in practical problem-solving, community engagement, and making organizations work efficiently with transparency and fully compliant governance. While much of my career has been in larger, international contexts, the same principles apply anywhere: listen well, act responsibly, and follow through. In past roles, I've worked with local authorities and communities to deliver projects such as new or improved classrooms, clean water access, and basic school infrastructure. In later roles as I progressed to S.E. Asia, I expanded this to end-to-end child safety, education and care. These experiences reinforced the importance of practical solutions, built through collaboration and mutual respect for all the parties involved. I'm used to working with budgets, resolving issues collaboratively, and making fair, evidence-based decisions. I take pride in being approachable, creative, and constructive. If chosen, I would contribute proactively within the Council's remit, helping to ensure that East Horsley's services and priorities remain responsive to residents, and that we protect and enhance the qualities that my wife and I believe, make this parish such a valued place to live in.

Councillor App. Form Jan 2014

H 30/6/25

