DRAFT LEIGH PARISH COUNCIL MINUTES

	In attendance	Apologies	Absent
Cllr Joanne Willoughby (Chair)	X		
Cllr Paul Wilkinson	X		
Cllr Ray Tomkins	X		
Cllr Mark Foulsham	X		
Cllr Mike Everett	X		
Cllr Graham Brockwell	Х		

Also in attendance: Laura Mann (Clerk) taking the minutes, Mr R Worth (Footpath Officer), MVDC Councillor Farrar-Astrop, Surrey County Council Cllr Helyn Clack (20:40) and 2 members of the public. The meeting was chaired by Cllr Willoughby.

ltem	Issue	Actions
441	To receive and accept apologies for absence.	
	MVDC Councillor Alcia Loach	
442	To receive any declarations of interest relevant to items on this agenda. No changes	
443	To sign as a correct record, the minutes of the Parish Council Meeting dated 16 th October	
	The Council resolved to unanimously agree the content of the minutes and the Chair signed them.	
445	Parishioners Questions	
	Query regarding the traffic issues on the bend after the school.	
	ACTION: Log concerns with Surrey Highways regarding the state of the chevron signs and the prospect of reducing the zig zag lines. It was felt it would be beneficial to have double yellow lines around the bend.	Clerk
	Flooding issues raised by a resident in Dawes Green: Thames water had inspected their drains at the last downpour. Thames Water highlighted the lack of capacity at the main pumping station. This cannot cope with the levels at this time of year. Cllr response:	
	Thames water is out frequently to assess the water levels. Tankers automatically arrive to reduce the water levels. Previous FOI requests have exposed capital constraints vs revenue for the infrastructure. The Parish Council felt there was a possibility to get Surrey highways to drain drainage pinch points.	
	ACTION: Letter of representation and FOI regarding sewage locally include District Cllrs and County Cllrs, OFWAT regulator senior/ Environment agency/Chief exec of Thames Water.	Clerk
446	Crime Report (Appendix A/requested) Contact is on leave. Clerk will circulate once in.	Clerk
447	Matters Arising. (Appendix B) Nothing at this time as everything covered in the agenda.	
448	Focus of meeting: Cil	

	The clerk shared a brief outline description of what Cil was. It was explained that district councils collect financial contributions from developers to help pay for new and improved infrastructure in the location of the development. It is calculated on a pounds (£) per square metre basis of new development. Leigh had received just over £13K through two developments. The Levy can be used on a variety of things including transport infrastructure, open spaces, educational facilities, sporting and other recreational facilities. There followed an informal discussion of possible options available to the Parish considering the level of funds. Residents had kindly shared their thoughts and ideas, these were shared to the wider group attending. The Parish Council discussed the themes that came up regularly including various traffic calming options. After much discussion, it was agreed that it would look to install village gates at key entry points to the village. This would serve to remind drivers that they are within an area of residential properties. It was felt that these gates would be the most impactful for the money. The initial costings indicated that the funding would cover 2 or 3 pairs of gates. The wording was to be agreed at a later stage. ACTION- obtain quote for making 3 gates and identify contractor to instal them withing Surrey Highways regulations.	Clerk
	Councillor Wilkinson also felt that due to the generous reserves, it would be a good idea to conduct a village Survey to identify what residents felt was important to them. This would help focus on appropriate priorities in the future. The last survey had been carried out in 2004. All agreed that this would be a good idea. ACTION – explore software and companies for conducting and analysing a village survey.	Clerk/P W
449	Community There had been no recent grant applications or movements on any community items to note.	
450	Highways and Services Gatwick update It was mentioned that the portal for communities to feed back on the expansion had crashed on the deadline date so had been extended. Cllr Foulsham and the clerk thanked Cllr Wilkinson for his comprehensive response. The clerk confirmed she had submitted it. Highways The traffic strip reports had taken place, and the clerk was awaiting the results. She will circulate as soon as they are in. To note the sites had been Tapners Road near the school and Smallshill Road.	
451	Amenities Playground It was noted that the elements had been removed and made good earlier in the month. The contractor had been paid and the grassy bank had been reseeded and fenced off. The clerk highlighted that she needs to book the annual maintenance report in. She has ordered two replacement toddler seats that now need fitting. It was also suggested that the pedestrian gateway be looked at for improvement. There are rotten elements on the sleeper bridge. Cllr Everett suggested putting in a culvert over the ditch making it more resilient and safer to walk across. He thoughts this was something his son could do if required.	
	<u>Allotments</u>	

	All allotment invoices are up to date. The recently vacant allotment has been offered up to	
	the waitlist members.	
	<u>Village Green</u>	
	Nothing to note at this time.	
	The Chair made a point to thank to Dayl Wilkinson and Adria Vinlach for nutting the	
	The Chair made a point to thank to Paul Wilkinson and Adria Kinloch for putting the	
452	poppies up and PW & Graham Brockwell for picking them up. Planning	
432	Current Applications –	
	Current Applications	
	MO/2023/1583 – PW noted it was very close to fence line but allowable by planning. No	
	comment.	
	MO/2023/1719 ACTION - Tamworth farm – Write LOR regarding concerns regarding green	
	space, sewage	Clerk
	HC arrived 20:40	
	Other planning matters: If any	
	Resident had raised concerns regarding No 1 Smalls hill rd via email. They had noticed that	Clerk
	a large building just inside the gate. Container. Assumer for storage for building work in	
	progress. Now has a roof. Enforcement letter. This is no longer a temporary structure.	
	On Dean California familiard an annu aide dhann has annu an Na nIannin a has has n	
	On Dean Oak Lane farmland an open sided barn has gone up. No planning has been	Clerk
	submitted. PW felt this was likely to be allowed but concerned there had been no	CICIK
	application. Adjacent to Dean Farm.	
	Concerns had been submitted regarding the recent approved Hare House application. The	
	response from Planning had recommended relaying concerns to planning enforcement.	
	This had been done, but there had been no response yet.	
	ACTION Chase for response.	Clerk
	·	
453	Administration & Finance	
	All Payments that had been made were noted and approved as per Appendix D	
	Receipts on the bank statement were noted. Cllr Wilkinson signed the copy for file.	
454	Upcoming Meetings and dates to note (Appendix F)	
	The following reseting dates were confirmed and rested	
	The following meeting dates were confirmed and noted: Full Council Meetings - Thursday 14th December	
	Finance Committee meeting – Monday 27th November	
	Thance committee meeting wionday 27 th November	
455	Parishioners Questions and Comments	
	Resident spoke to Helyn Clack regarding the pumping station at Smallshill Road. They had	
	had sewage backed up in their property in Dawes Green. Cllr Clack clarified that SCC are the	
	flood authority. By informing SCC, they can lobby Thames Water for flood alleviation.	
	SCC Cllr HC had been at an informal meeting for Brockham traffic calming for Brockham	
	Lane and Middle street. This scheme will be a funded chicane system that will attempt to	
	reduce car speeds along the straight. This could have an impact on the routes traffic will	

take in the future. Traffic could be dispersed to other roads as drivers attempt to avoid the slower journey.

ACTION - circulate the plan in Brockham to Leigh Parish Council

The Parish Council discussed that they felt they benefit from the single lane over flanchford bridge. They asked Cllr Clack if this could this ever be a possible for slowing traffic over smalls hill road bridge? She felt they would need to demonstrate support for slowing the traffic. For example, had there been traffic accidents, did residents fear walking in the road.

Cllr Clack talked about the Surrey County Council 20mph policy. It could be rewritten for anywhere would like to be adopted. For this to happen, the Council would need to show local support.

The Parish Council highlighted the problem with the parking around the bend at Dawes Green House.

ACTION - Write to SCC Helyn Clack and inform her about the issue with the school.

Cllr Helyn Clack raised her concerns regarding the impact that the proposed runway expansion would have at Gatwick. Particularly for the weight of traffic foir villages such as Leigh.

To confirm the date of the next Parish Council Meeting will be held on Thursday 14th December 2023 at The Pavilion on Bunce Common Road at 7.30pm.

There being no further business, the meeting closed at 9 pm.

Appendices

Appendix A – crime report unavailable at the time of the meeting.

Appendix B – Ongoing projects

Action point	Owner	Status at 17th October 2023
Traffic calming	LM	Strips booked in
Playground schedule of works	RT	Booked in for w/c 6 th November
Fingerpost sign metal cuff	ME	Completed
Carman Memorial Bench	GB	Completed
History Group bench	LM	GB liaising with AK
Land adoption	LM	Ongoing

Appendix C – Planning Applications

Reference	Proposal	Location	Registrati	Decision
			on date	date
MO/2023/1304	Certificate of	The Old	2023-08-	2023-10-
https://planning.agileapplications.co.uk/mole/a	Lawfulness	Workshop,	30T00:00:	25T00:00:
pplication-details/124298	for the	Clayhill Road,	00	00
	proposed	Leigh, Reigate,		
	development	Surrey RH2 8PD		
	in respect of			
	the erectio			
MO/2023/1257	Erection of a	Thyme Cottage,	2023-08-	2023-10-
https://planning.agileapplications.co.uk/mole/a	single storey	Bunce Common	23T00:00:	18T00:00:
pplication-details/124232	side infill extension to	Road, Leigh,	00	00
	the main	Reigate, Surrey, RH2 8NS		
	house.	KIIZ ONS		
	Proposals i			
MO/2023/1258	Erection of a	Thyme Cottage,	2023-08-	2023-10-
https://planning.agileapplications.co.uk/mole/a	single storey	Bunce Common	23T00:00:	18T00:00:
pplication-details/124232	side infill	Road, Leigh,	00	00
	extension to	Reigate, Surrey,		
	the main	RH2 8NP		
	house.			
	Proposals i			
MO/2023/1271	Erection of 5	Rosemar Kennels	2023-09-	2023-11-
https://planning.agileapplications.co.uk/mole/a	No.	and Cattery,	11T00:00:	06T00:00:
pplication-details/124245	dwellings	Rosemar Farm	00	00
	following the	House, Shellwood		
	demolition	Road, Leigh,		
	of the	Reigate, Surrey,		
	existing	RH2 8NT		
MO/2023/1348	buildings. Erection of	Twelve Trees,	2023-09-	2023-11-
https://planning.agileapplications.co.uk/mole/a	single storey	Smalls Hill Road,	06T00:00:	01T00:00:
pplication-details/124337	rear	Leigh, Reigate,	00	00
pproducti details/ 12 1007	extension,	Surrey, RH2 8PE		
	loft			
	conversion			
	with roof			
	dormer exte			
MO/2023/1386	Proposed	Burys Court,	2023-09-	2023-11-
https://planning.agileapplications.co.uk/mole/a	external	Flanchford Road,	11T00:00:	06T00:00:
pplication-details/124378	alterations	Leigh, Reigate,	00	00
	to existing	Surrey, RH2 8RE		
	buildings			
	including			
	new and			
	replacemen			

MO/2023/1387	Proposed external alterations to existing buildings including new and replacemen	Burys Court, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	2023-09- 11T00:00: 00	2023-11- 06T00:00: 00
MO/2023/1583 https://planning.agileapplications.co.uk/mole/a pplication-details/124595	Prior notification for the erection of a single storey rear extension of 8.00 me	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	2023-10- 18T00:00: 00	
MO/2023/1584 https://planning.agileapplications.co.uk/mole/a pplication-details/124582	Certificate of Lawfulness for the proposed development in respect of the erectio	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	2023-10- 18T00:00: 00	
MO/2023/1585	Certificate of Lawfulness for the proposed development in respect of the erectio	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	2023-10- 24T00:00: 00	
MO/2023/1719 https://planning.agileapplications.co.uk/mole/application-details/124729	Erection of 3 No. dwellings following demolition of existing barns.	Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	2023-11- 09T00:00: 00	

Appendix D – Finance transactions

Date	Туре	Description	Amount
14-Nov-23	DPC	Grass cutting	-£ 989.62
13-Nov-23	DPC	Clerk salary pt 2	-£ 61.60
06-Nov-23	S/O	Clerk salary pt 1	-£ 375.60
06-Nov-23	DPC	Payroll services	-£ 18.00
27-Oct-23	DPC	Cable ties Akinloch	-£ 5.70

27-Oct-23	DPC	Playground works initial	-£1,442.79
		deposit	
27-Oct-23	C/R	Income - allotment	£ 25.00
25-Oct-23	D/D	HMRC employee payments	-£ 234.60

Appendix E – Quarterly report (Finance)

Leigh Parish Council Bank Reconciliation

Q1,2023-4		Q2, 2023-4	
Balance as at 1st April 2023	35,156	Balance as at 1st July 2023	38,811
Plus receipts	9,645	Plus receipts	9,449
less payments	5,990	less payments	2,327
Balance as at 30th June 2023	38,811	Balance as at 30th September, 2023	45,933
Made up of		Made up of	
Current Account Balance	7,634	Current Account Balance	14,648
Plus Reserve Account	31,177	Plus Reserve Account	31,285
	38,811		45,933
Less unpresented Cheques		Less unpresented Cheques	
Balance as at 30th June 2023	38,811	Balance as at 30th September, 2023	45,933

Appendix F – List of dates

Full Council Meetings - Monday 20th November, Thursday 14th December Finance Committee meeting – Monday 27th November