

LEIGH PARISH COUNCIL MEETING MINUTES DRAFT

22nd September 2025

| | 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 | X | | |
| Cllr Paul Metcalfe | X | | |

Also in attendance: Laura Mann (Clerk) taking the minutes, Mr R Worth (Footpath Officer) and 4 members of the public. The meeting was chaired by Cllr Willoughby.

| Item | Issue | Actions |
|------|---|---------|
| 288 | To receive and accept apologies for absence. | |
| | Apologies were noted and accepted from Cllrs Tomkins and Foulsham. Apologies were also noted from SCC Cllr Clack, MVDC Cllr Harvard and MVDC Cllr van Den Bogerd were also accepted. | |
| 289 | To confirm Minutes of the Full Council Meeting that was held on Monday 22nd July 2025. | |
| | Two amendments were made to the minutes by hand: The date of the last meeting and the date of the next meeting. The Council resolved to unanimously agree the content of the minutes of the Full Council Meeting dated Monday 22 nd July 2025 and then JW signed them. | |
| 290 | Disclosure of Interests if any and any changes to Register of Interests | |
| | It was noted that Cllr Everett is a family relation to a member of public who was making a request in the public session. There were no new disclosures of interest declared on any agenda item. | |
| 291 | Parishioners Questions. | |
| | <i>Resident expressed an interest in setting up a football academy to be run on the recreation ground. Three coaches were involved, all with football coaching experience. The proposal was discussed briefly, the following questions were posed: Area/scale; training vs games; season length; are changing facilities and required; how will this be financed; days of the week/times? ACTION: the resident was encouraged to submit a proposal to the Parish Council addressing the questions. Once received, this could be considered by the council and then discussed with the Cricket Club. PW offered to meet with them for a walk around and understand the offering. Resident raised concern regarding the fourth poplar tree in the spinney as it seems to be dying. ACTION: someone to look at it and instruct tree surgeon if required. Resident highlighted that the WI group in Leigh is struggling to get younger members and that should it fold, the hall would be returned to the WI federation control. The councillors thanked her for updating them on the situation. Resident highlighted how great the playground was. They suggested that the rotten wood trunks now be removed through and that the stumps by the climbing wall remnants be removed and levelled. A member of the council will look into the issues.</i> | |
| 292 | Crime Report (Appendix A/requested) | |
| | Nothing to report back as there is an issue with the report compilation at present. | Clerk |
| 293 | Clerk Report/Matters Arising (Appendix B) | |
| | Nothing additional from the list that was not on the agenda. | |

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| 294 | Community | |
| | Nothing to note at this time. | |
| 295 | Highways and Services | |
| | <p>Roads/Highways: PW shared that the community speedwatch group would be starting once a relationship has been restarted with the police, as they will need to risk assess the areas. It was agreed that GB would be the administrator of the group.</p> <p>Gatwick Update: the 6 week judicial review was currently in place. The clerk asked the council to consider the likelihood that GACC would approach the Parish Council's for donations to their legal challenge. They discussed levels of donation and it was agreed up to £500 would be acceptable.</p> <p>Drainage Update. No update</p> | |
| 296 | Amenities | |
| | <p>Playground – no update other than the rubbish situation was better.</p> <p>Green spaces – It was noted that the trees were hanging very low on the village green. This was partially due to the volume of acorns dragging them down. The clerk reminded the councillors that the last application to trim the oak tree nearest the bus stop had been refused by MVDC. It was agreed that once the wet weather and the tree leaves and fruit had been shed, the branches be assessed again.</p> <p>Allotments – invoices issued in September</p> | |
| 297 | Planning (Appendix C) | |
| | <p>Current Applications ((Registered, Decided and Appeals) Appendix C) No comment to be submitted on any applications.</p> <p>Other planning matters – None</p> | |
| 298 | Administration & Finance | |
| | <p>The payments listed in Appendix D were noted and approved.</p> <p>The bank statement for July and August was signed.</p> <p>The Q1 & Q2 Bank reconciliation was noted and approved.</p> | |
| 299 | Upcoming Meetings and dates to note (Appendix F) | |
| | To confirm, the date of the next Parish Council Meeting will be held on Monday 27 th October 2025 at The Pavilion on Bunce Common Road at 7.30pm. | |
| 300 | Parishioner's Questions & Comments | |
| | None at this time. | |
| 301 | Closure of meeting | |
| | There being no further business, the meeting closed at 20:41pm. | |

APPENDIX

Appendix A

| Action Point | Owner | Date started | People involved | Update | Agenda item | Closed |
|---|-------|--------------|-----------------|---|-------------|--------|
| Chase SH for site meeting for traffic calming | PW/LM | 01/01/2024 | SH/HC/LPC | Outstanding | Y | N |
| Community resilience plan adoption | LM | 28/05/2024 | PW | Outstanding | N | N |
| Meeting with Surrey Highways re drainage | RT | | RT | Ongoing | Y | N |
| Meeting with Thames Water re drainage | MF | | MF | Ongoing | Y | N |
| Allotment Tap replacement | GB | 29/05/2024 | GB/RW/LM | Graham investigating. Mr Legg contacted - awaiting re | Y | N |
| Explore other banks for greater return ie Unity | LM | 01/04/2024 | LM | Options circulated | Y | N |
| Installation of village gates | LM | | Hclack, SH LM | Awaiting response from SH. As above with pt 1 | N | N |
| Village green flooding investigation | GB | September | GB PW | Investigated. Not SH land. Needs to be addressed | N | N |
| Log Ashurst Bend drain issues with SCC | LM | September | LM | Logged | N | N |
| Community questionnaire for Playground improvements | RT | November | RT | To create and circulate questionnaire for ideas | N | N |
| Mynthust and Dean Oak Lane junctions with SHR. Options? | LM | November | LM Hclack | Requested something be done. With HC | Y | N |
| Land adoption for layby | LM | | LM and Hedleys | Need new solicitors | N | N |
| Set up Community Speedwatch | PW/GB | | | | N | N |
| Closure of AGAR 2024-25 | LM | April | LM/PW | Concluded | Y | N |

Planning Applications:

| Application Number | Reference | Address | Description | Date | Status | Decision |
|--------------------|-------------|---|---|------------|------------|--------------|
| MO/2025/02224 | | Heather Lodge, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PD | Certificate of Lawfulness for a proposed development in respect of the erection of a rear dormer loft conversion with the insertion of 2 No. rooflights to the front. | 14/07/2025 | Determined | APPROVED |
| MO/2025/1203 | | Heather Lodge, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PD | Certificate of Lawfulness for a proposed development in respect of the erection of a rear dormer loft conversion with the insertion of 2 No. rooflights to the front. | 14/07/2025 | Determined | APPROVED |
| MO/2025/1135 | | Finns Farm, Smalls Hill Road, Norwood Hill, Horley, Surrey, RH6 0HR | Erection of steel framed shelter and extension of hardstanding (retrospective) | 02/07/2025 | Determined | COMMENT MADE |
| MO/2025/1105 | PP-14136123 | ROSEMAR KENNELS AND CATTERY, Rosemar Farm House, Shellwood | Change of Use from Sui Genesis (Kennels and Cattery) to Class E (g)(i) | 30/06/2025 | Live | PENDING |

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|--------------|-------------|--|---|------------|------------|---------------------|
| | | Road, Leigh, Reigate, Surrey, RH2 8NT | | | | |
| MO/2025/1107 | PP-14135821 | Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY | Discharge of Conditions 3, 5, & 6 of approved planning application MO/2024/1517 for the variation of Condition 2 of planning permission MO/2022/0439 for the proposed conversion of existing buildings into 3 dwellings following demolition of lean-to extensions to allow retention of more of the original buildings, extended driveways and alteration to curtilages. | 30/06/2025 | Determined | CONDITIONS APPROVED |
| MO/2025/1040 | PP-14098339 | Batts Farm, Blanks Lane, Newdigate, Dorking, Surrey, RH5 5ED | Erection of detached garage. | 16/06/2025 | Determined | REFUSED |
| MO/2025/0744 | PP-13973135 | The Court Yard, Shellwood Manor, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX | PLEASE NOTE: Additional drawings received. Certificate of lawfulness for an existing use in respect of the use of building 17 and associated amenity space as separate residential unit | 25/04/2025 | Live | PENDING |

Appendix C

Income:

| Date | Type | Description | Paid in |
|------------|------|--------------------------|-----------|
| 31/07/25 | INT | Interest | £ 4.00 |
| 29/08/2025 | INT | Interest | £ 3.65 |
| 02/09/25 | DPC | Internal transfer £1K | £1,000.00 |
| 05/09/25 | BAC | MOLE VALLEY D.C. Precept | £9,526.00 |

Expenditure:

| Date | Type | Description | Paid out |
|----------|------|-------------------------|----------|
| 24/07/25 | D/D | HMRC SDDS , 0000119720 | £ 398.31 |
| 24/07/25 | DPC | Hedges | £ 480.00 |
| 29/07/25 | DPC | R Worth Frames | £ 45.00 |
| 29/07/25 | DPC | Grass cutting allot/rec | £ 900.00 |
| 06/08/25 | S/O | Clerk | £ 446.43 |
| 26/08/25 | DPC | Grass cutting allot/rec | £ 600.00 |

| | | | |
|----------|-----|------------------------------|------------|
| 02/09/25 | DPC | PKF LITTLEJOHNexternal audit | £ 252.00 |
| 02/09/25 | DPC | Internal transfer | £ 1,000.00 |
| 08/09/25 | S/O | Clerk | £ 446.43 |

Appendix D**Leigh Parish Council Bank Reconciliation**

Q1,2025-26

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|------------------------------|--------|
| Balance as at 1st April 2025 | 19,169 |
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|---------------|--------|
| Plus receipts | 25,841 |
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| less payments | 33,430 |
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| Balance as at 30th June 2025 | 11,580 |
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Made up of

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|-------------------------|-------|
| Current Account Balance | 7,205 |
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| Plus Reserve Account | 4,375 |
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|--------|
| 11,580 |
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Less unrepresented Cheques

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| Balance as at 30th June 2025 | 11,580 |
|------------------------------|--------|