

LEIGH PARISH COUNCIL

A G E N D A

Members of Leigh Parish Council are summoned to attend the Full Council meeting to be held on Monday 27th October 2025 at 7:30pm at The Pavilion, Bunce Common Road, Leigh.

Signed: Laura Mann, Clerk to Leigh Parish Council, 21st October 2025
Meeting Chair: Cllr Willoughby

- 1. Apologies for absence**
- 2. To confirm Minutes of the Full Council Meeting held on Monday 22nd September 2025.**
- 3. Disclosure of Interests if any and any changes to Register of Interests.**
- 4. Parishioners Questions**
- 5. Crime Report**
- 6. Status of Action Points where not covered (Appendix A)**
- 7. Matters Arising**
- 8. Community**
 - 8.1. To consider any grant applications received**
- 9. Highways and Services**
 - 9.1. Roads/Highways**
 - 9.2. Gatwick Update**
 - 9.3. Drainage Update**
- 10. Amenities**
 - 10.1. Playground**
 - 10.2. Green spaces**
 - 10.3. Allotments**
- 11. Planning**
 - 11.1. Current Applications ((Registered, Decided and Appeals) Appendix B)**
 - 11.2. Other planning matters**
- 12. Administration & Finance**
 - 12.1. To approve payments made or outstanding (Appendix C)**
 - 12.2. To note latest bank statement (circulated)**
 - 12.3. To note Quarter 2, 2025 Bank reconciliation (Appendix D)**
 - 12.4. To received the CIL report for 2024-25**
 - 12.5. To consider the lease renewal for Leigh Pavilion**
- 13. Upcoming Meetings and dates to note**
 - 13.1. To confirm ongoing meeting dates**
 - 13.2. To consider any Consultations**
- 14. Parishioner's Questions & Comments – 10 minutes**

(Each speaker has a time limit of 3 minutes with no questions or comments from the floor during the meeting except by express invitation of the Chairman. Total time allotted is 10 minutes.)

LEIGH PARISH COUNCIL MEETING – 22 SEPTEMBER 2025 AT 7:30PM AT THE PAVILION, LEIGH
RECREATION GROUND, BUNCE COMMON ROAD.

Appendix

Appendix B (Action Point)

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

Appendix B (Planning Applications)

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2025/02224	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/2025/02266	HC/2025/01102	THE COTTAGE SWAINS FARM SMALLS HILL ROAD LEIGH RH2 8RQ	Erection of two storey rear extension; single storey side extension and enlargement of existing box dormer following demolition of outbuilding.	29/07/2025	Live	PENDING
MO/2025/02314	PP/2025/01059	BROOK FARM CLAYHILL ROAD LEIGH RH2 8PA	Change of use of an existing barns to a mixed, flexible use comprising E(g), B2 and B8 storage.	30/07/2025	Live	PENDING
MO/2025/02315	PP/2025/01299	ADOBE DEAN OAK LANE LEIGH RH2 8PZ	Erection of a single storey rear extension following demolition of exiting conservatory and lean-to, front window removed, erection of a front porch together with a new roof to provide a loft conversion and gables to rear, 1 No. roof light to rear and 4 No. roof lights to front roof elevation with solar panels.	08/09/2025	Live	PENDING
MO/2025/02458	PP/2025/01284	BURYS COURT SCHOOL FLANCHFORD ROAD LEIGH RH2 8RE	Refurbishment/replace oak timber windows. Application for listed building consent.	04/09/2025	Live	PENDING
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
MO/2025/1105	PP-14136123	ROSEMAR KENNELS AND CATTERY, Rosemar Farm House, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NT	Change of Use from Sui Genesis (Kennels and Cattery) to Class E (g)(i)	30/06/2025	Determined	APPROVED WITH CONDITIONS

LEIGH PARISH COUNCIL MEETING – 22 SEPTEMBER 2025 AT 7:30PM AT THE PAVILION, LEIGH
RECREATION GROUND, BUNCE COMMON ROAD.

MO/2025/1135		Finns Farm, Smalls Hill Road, Norwood Hill, Horley, Surrey, RH6 OHR	Erection of steel framed shelter and extension of hardstanding (retrospective)	02/07/2025	Determined	COMMENT MADE
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Appendix C

Income:

Date	Type	Description	Paid in
02/09/25	DPC	Internal transfer £1K	£1,000.00
05/09/25	BAC	MOLE VALLEY D.C. Precept	£9,526.00
30/09/2025	INT	30SEP GRS 31574343	£ 3.23
			10,529.23

Expenditure:

Date	Type	Description	Paid out
02/09/25	DPC	PKF LITTLEJOHN external audit	£ 252.00
02/09/25	DPC	Internal transfer	£ 1,000.00
08/09/25	S/O	Clerk	£ 446.43
06/10/25	S/O	Clerk	£ 446.43
06/10/25	DPC	Grasstex	£ 766.73
06/10/25	DPC	Surrey CA	£ 18.00
01/10/25	DPC	Grass cutting allot/rec	£ 600.00

Appendix D

Leigh Parish Council Bank Reconciliation			
Q1, 2025-26		Q2, 2025-6	
Balance as at 1st April 2025	19,169	Balance as at 1st July 2025	11,580
Plus receipts	25,841	Plus receipts	10,537
less payments	33,430	less payments	6,507
Balance as at 30th June 2025	11,580	Balance as at 30th September, 2025	15,610
<i>Made up of</i>		<i>Made up of</i>	
Current Account Balance	7,205	Current Account Balance	12,224
Plus Reserve Account	4,375	Plus Reserve Account	3,386
	11,580		15,610
Less unrepresented Cheques		Less unrepresented Cheques	
Balance as at 30th June 2025	11,580	Balance as at 30th September, 2025	15,610