

# LEIGH PARISH COUNCIL MEETING MINUTES DRAFT

**27<sup>th</sup> October 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), MVDC Cllr van Den Bogerd, SCC Cllr Clack and 4 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
302	<b>To receive and accept apologies for absence.</b>  Apologies were noted and accepted from Cllr Foulsham. Apologies were also noted from MVDC Cllr Harvard.	
303	<b>To confirm Minutes of the Full Council Meeting that was held on Monday 22<sup>nd</sup> September 2025.</b>  One amendment was made to the minutes by hand. The Council resolved to unanimously agree the content of the minutes of the Full Council Meeting dated Monday 22 <sup>nd</sup> September 2025 and then JW signed them.	
304	<b>Disclosure of Interests if any and any changes to Register of Interests</b>  There were no new disclosures of interest declared on any agenda item.	
305	<b>Parishioners Questions.</b>  Resident had requested a change to the September minutes regarding a need for committee member for the WI, not general members. Membership numbers remained good. <b>ACTION: This was amended by hand and signed off by JC</b> Resident spoke regarding the informal meeting held by a landowner proposing to build a house on a field on Bunce Common Road. <i>The Parish Council did not attend and will only comment on the application when it is submitted to planning for consultation.</i>	
306	<b>Crime Report (Appendix A/requested)</b>  Nothing to report back as there is an issue with the report compilation at present. Some Parish Councils are getting reports, some are not. LM will chase up again.	Clerk
307	<b>Clerk Report/Matters Arising (Appendix B)</b>  Nothing additional from the list that was not on the agenda.	
308	<b>Community</b>  Football Academy Application. PW had met with the applicants on site. The proposal had been received after the agenda had been finalised and so could not be officially considered at this meeting. It was recommended the applicants send through before the November meeting. The councillors can discuss it then. <b>ACTION: circulate the presentation to all councillors for consideration</b>  Leigh School Reunion Book Group: The Parish Council Resolved to approve the application for the publishing and editing costs for the Application made for £750.	Clerk

	<p><b>ACTION: inform the group that their application for funding has been successful. Liaise with them for payment of invoices incurred.</b></p> <p>School resources Grant Application: An application had also been submitted from a parent at North Downs Primary School. The application form used was incorrect.</p> <p><b>ACTION: provide the correct grant application form through for completion and submission.</b></p>	Clerk
309	<p><b>Highways and Services</b></p> <p><b>Roads/Highways:</b> It was noted that two years had now passed since the Parish Council had commissioned traffic survey strips on Smallhill Road. The key statistics were highlighted by PW. The following options were discussed briefly: village gates, narrowing the Leigh Bridge at Smallhill Road, reducing the centre and or school area to a 20mph zone, sign improvements/roundels, illuminating speed signs. It was acknowledged that the future increased passenger numbers at Gatwick would negatively impact villages such as Leigh with heavier traffic. There was a small pot of CIL money available for such measures.</p> <p><b>ACTION: send through the proposal to SCC Clack again. This will hopefully result in a meeting with an officer and Cllr Clack.</b></p> <p><b>Gatwick Update:</b> It was noted that the Judicial review had been filed. The decision whether to hear the appeal would be made shortly. Both active campaigners GACC and CAGNE were currently fundraising for the legal costs. The likely cost would be around £120K to contest the decision. Local residents and groups were being asked to help fund this. Cllr Clack spoke regarding the S106 money that will result from the development of the airport. Despite the impact on SCC/Mole Valley villages, this money for infrastructure will go to West Sussex County Council.</p> <p><b>Drainage Update.</b> RT is waiting for response to his request for information on the drainage surveys that took place around the village last year.</p>	
310	<p><b>Amenities</b></p> <p><b>Playground</b> – ME is still to remove the rotting logs if possible and look at the footing depressions by the removed climbing walls.</p> <p><b>Green spaces</b> – The damaged bench in the Glebe is going to be replaced by the family. JC expressed thanks on behalf of the Parish Council to those who joined the Autumn litter pick.</p> <p><b>Mole Valley Community Assets:</b> MVDC is looking at its asset list in preparation of the restructure. The clerk had checked and there are no Leigh assets held by Mole Valley District Council.</p> <p><b>Allotments</b> – GB has kindly sourced a replacement hose for the tap. Allotment holders have been invoiced.</p>	
311	<p><b>Planning (Appendix C)</b></p> <p><b>Current Applications</b> ((Registered, Decided and Appeals) Appendix C) No comment to be submitted on any applications.</p> <p><b>Other planning matters</b> – None</p>	
312	<p><b>Administration &amp; Finance</b></p> <p><b>Finance</b> The payments listed in Appendix D were noted and approved. The bank statement for September was signed. The Q1 &amp; Q2 Bank reconciliation was noted and approved.</p> <p><b>Administration</b> Leigh Cricket Club Pavilion Lease: The current 10 year lease is due to expire in late December. PW has rewritten it with the recommendations. The LCC will discuss the proposal and once confirmed and agreed will be signed.</p>	

	<b>ACTION: circulate proposed lease to all councillors to be approved at November meeting.</b>	Clerk
313	<b>Upcoming Meetings and dates to note (Appendix F)</b>	
	To confirm, the date of the next Parish Council Meeting will be held on Monday 24 <sup>th</sup> November 2025 at The Pavilion on Bunce Common Road at 7.30pm.	
314	<b>Parishioner's Questions &amp; Comments</b>	
	None at this time.	
315	<b>Closure of meeting</b>	
	There being no further business, the meeting closed at 20:41pm.	

Item	Action Point	Responsible
305	Amend September minutes regarding WI committee member and sign off	Clerk
306	Chase up issue with crime report compilation	Clerk
308	Circulate Football Academy presentation to all councillors for consideration	Clerk
308	Inform Leigh School Reunion Book Group that funding application was successful and liaise for payment of invoices	Clerk
308	Provide correct grant application form to North Downs Primary School parent for completion and submission	Clerk
309	Send traffic survey proposal to SCC Clack again to arrange meeting with officer and Cllr Clack	Not specified (likely Clerk or PW)
312	Circulate proposed Leigh Cricket Club Pavilion lease to all councillors for approval at November meeting	Clerk

## APPENDIX

### Appendix A

Action Point	Owner	Date started	People involved	Update	Closed Y
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 re	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
Mynhurst 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 existing 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,	Change of Use from Sui Genesis (Kennels and Cattery) to Class E (g)(i)	30/06/2025	Determined	APPROVED WITH CONDITIONS

		Reigate, Surrey, RH2 8NT				
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

**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
			<b>10,529.23</b>

**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

Balance as at 1st April 2025	<u>19,169</u>
Plus receipts	<u>25,841</u>
less payments	<u>33,430</u>
Balance as at 30th June 2025	<u>11,580</u>

Q2, 2025-6

Balance as at 1st July 2025	<u>11,580</u>
Plus receipts	<u>10,537</u>
less payments	<u>6,507</u>
Balance as at 30th September, 2025	<u>15,610</u>

*Made up of*

Current Account Balance	<u>7,205</u>
Plus Reserve Account	<u>4,375</u>
	<u>11,580</u>

*Made up of*

Current Account Balance	<u>12,224</u>
Plus Reserve Account	<u>3,386</u>
	<u>15,610</u>

Less unpresented Cheques

Less unpresented Cheques

Balance as at 30th June 2025

11,580

Balance as at 30th September, 2025

15,610

LPC-202501027