

# LEIGH PARISH COUNCIL MEETING MINUTES DRAFT

## 26<sup>th</sup> January 2026

	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 received and accepted from Cllr Foulsham, Cllr Everett, and SCC Cllr Clack.	
303	<b>To confirm Minutes of the Full Council Meeting that was held on Monday 15th December 2025</b>	
	The minutes of the Full Council Meeting held on 15th December 2025 were confirmed and signed by JW.	
304	<b>Disclosure of Interests if any and any changes to Register of Interests</b>	
	Disclosure of interests was made. GB and PW declared membership in the Apple Press Group and abstained from discussion on item 308.	
305	<b>Parishioners Questions.</b>	
	Flooding update was noted for later discussion. Damage to grass by the History box was reported; ACTION: speak to ME or grass contractors about making good.	Clerk
306	<b>Crime Report (Appendix A/requested)</b>	
	No report was available due to compilation issues. Action: Clerk to follow up	Clerk
307	<b>Clerk Report/Matters Arising (Appendix B)</b>	
	No additional matters beyond the agenda	
308	<b>Community</b>	
	Apple Press Group proposed a shelter in Motions Orchard. The Council agreed to the structure, which will be built using local timber and support community events. The Group will apply to the SCC Your Fund grant to proceed.	
309	<b>Highways and Services</b>	
	Roads/Highways: Outstanding request to SCC for a meeting. Planned road closures have caused issues. Gatwick Update: Awaiting judge's decision in March; local meetings and leaflet drops ongoing. Drainage: Surrey Highways responded; root ingress in pipes identified. Cutter device removes roots but does not repair pipes. Action: RT to inquire about pipe replacement.	RT
310	<b>Amenities</b>	

	<p><b>Playground:</b> MVDC Parks Officer confirmed annual ROSPA checks. Safeplay contracted for three inspections per year and remedial work as needed (£72 per annum). Action: Clerk to check annual playground report status from November 2025.</p> <p><b>Green spaces and allotments</b> nothing to be noted.</p>	
311	<p><b>Planning (Appendix C)</b></p> <p><b>Current Applications</b> ((Registered, Decided and Appeals) Appendix C)</p> <p>Shellwood Manor application would not be not supported due to greenbelt concerns, lack of affordable housing, increased pressure, environmental impact, and incomplete information. Residents encouraged to submit comments.</p> <p>ACTION: Submit letter of representation to MVDC Planning regarding the application.</p> <p>Decisions made by MVDC were noted.</p> <p>Other planning matters: None</p>	Clerk
312	<p><b>Administration &amp; Finance</b></p> <p>Payments listed in Appendix D were noted and approved.</p> <p>Bank statement for December signed.</p> <p>Q1 &amp; Q2 bank reconciliation noted and approved.</p>	
313	<p><b>Upcoming Meetings and dates to note (Appendix F)</b></p> <p>To confirm, the date of the next Parish Council Meeting will be held on Monday 26<sup>th</sup> February 2026 at The Pavilion on Bunce Common Road at 7.30pm.</p>	
314	<p><b>Parishioner's Questions &amp; Comments</b></p> <ul style="list-style-type: none"> <li>• Water main burst on Newdigate Rd; SES Water responded.</li> <li>• Concerns raised about Shellwood Manor development and access.</li> <li>• Solar Farm application discussed; recommendation to seek legal advice regarding Green Belt allocation.</li> <li>• Bench in the Glebe to be ordered by Clerk, dedicated to David and Harriet Hall. Wording to be confirmed by Adria Kinloch.</li> <li>• AGM &amp; APM scheduled for 27th April; Simon Collins from Riverwatch to be guest speaker.</li> <li>• Bunce Corner Road improvement works cancelled due to burst water main.</li> </ul>	
315	<p><b>Closure of meeting</b></p> <p>There being no further business, the meeting closed.</p>	

## APPENDIX

### Action Point Table

Item	Action/Issue	Responsible Person(s)	Notes/Deadline
305	Speak to Mike or grass contractors about repairing grass by History box	Clerk / Mike / Contractors	As soon as possible
306	Follow up on Crime Report compilation issues	Clerk	For next meeting

Item	Action/Issue	Responsible Person(s)	Notes/Deadline
309	Inquire about pipe replacement for drainage (root ingress issue)	ClIr Ray Tomkins (RT)	Update at next meeting
310	Check status of annual playground report from November 2025	Clerk	Before next meeting
308	Proceed with SCC Your Fund grant application for Orchard shelter	Clerk / Apple Press Group	Ongoing
314	Order bench for the Glebe, confirm dedication wording with Adria Kinloch	Clerk	Before installation
314	Seek legal advice regarding Green Belt allocation for Solar Farm application	Council	As required

## 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
Myntust 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,	Certificate of Lawfulness for a proposed development in respect of the erection of a rear dormer loft conversion	14/07/2025	Determined	APPROVED

		Surrey, RH2 8PD	with the insertion of 2 No. rooflights to the front.			
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 Road, Leigh, Reigate, Surrey, RH2 8NT	Change of Use from Sui Genesis (Kennels and Cattery) to Class E (g)(i)	30/06/2025	Live	PENDING
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,	PLEASE NOTE: Additional drawings received. Certificate of lawfulness for an existing use in respect of the use of building 17 and associated amenity	25/04/2025	Live	PENDING

		Surrey, RH2 8NX	space as separate residential unit			
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**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 LITTLEJOHN external 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

Balance as at 1st April 2025	19,169
Plus receipts	25,841
less payments	33,430
Balance as at 30th June 2025	11,580
<i>Made up of</i>	
Current Account Balance	7,205
Plus Reserve Account	4,375
	11,580
Less unrepresented Cheques	
Balance as at 30th June 2025	11,580