

# LEIGH PARISH COUNCIL MEETING MINUTES

## 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.<br>Damage to grass by the History box was reported;<br>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.<br>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.<br>Gatwick Update: Awaiting judge's decision in March; local meetings and leaflet drops ongoing.<br>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>                                                                                                                                                                                                                                                                                                                                                                    |         |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|     | <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.<br><b>Green spaces and allotments</b> nothing to be noted.                                                                                                                                                                                                                                                                                                             |       |
| 311 | <b>Planning (Appendix C)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
|     | <b>Current Applications</b> ((Registered, Decided and Appeals) Appendix C)<br><br>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.<br><br>ACTION: Submit letter of representation to MVDC Planning regarding the application.<br><br>Decisions made by MVDC were noted.<br><br>Other planning matters: None                                                                                                                                | Clerk |
| 312 | <b>Administration &amp; Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
|     | Payments listed in Appendix D were noted and approved.<br>Bank statement for December signed.<br>Q1 & Q2 bank reconciliation noted and approved.<br>The precept request for 2026=27 had been submitted<br>The budget for 2026-7 had been approved and will be uploaded on to the website shortly.                                                                                                                                                                                                                                                                                                                      | 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 26 <sup>th</sup> February 2026 at The Pavilion on Bunce Common Road at 7.30pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| 314 | <b>Parishioner's Questions &amp; Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
|     | <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 | <b>Closure of meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
|     | There being no further business, the meeting closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |

## 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 |

| Item | Action/Issue                                                                 | Responsible Person(s)     | Notes/Deadline         |
|------|------------------------------------------------------------------------------|---------------------------|------------------------|
| 306  | Follow up on Crime Report compilation issues                                 | Clerk                     | For next meeting       |
| 309  | Inquire about pipe replacement for drainage (root ingress issue)             | CLlr 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      |
| 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, | Certificate of Lawfulness for a proposed development in respect of | 14/07/2025 | Determined | APPROVED |

|              |                 |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |                        |
|--------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------------------|
|              |                 | Leigh,<br>Reigate,<br>Surrey, RH2<br>8PD                                                                                       | the erection of a rear<br>dormer loft conversion<br>with the insertion of 2 No.<br>rooflights to the front.                                                                                                                                                                                                                                                                                                            |            |            |                        |
| MO/2025/1203 |                 | Heather<br>Lodge,<br>Clayhill Road,<br>Leigh,<br>Reigate,<br>Surrey, RH2<br>8PD                                                | Certificate of Lawfulness<br>for a proposed<br>development in respect of<br>the erection of a rear<br>dormer loft conversion<br>with the insertion of 2 No.<br>rooflights to the front.                                                                                                                                                                                                                                | 14/07/2025 | Determined | APPROVED               |
| MO/2025/1135 |                 | Finns Farm,<br>Smalls Hill<br>Road,<br>Norwood<br>Hill, Horley,<br>Surrey, RH6<br>0HR                                          | Erection of steel framed<br>shelter and extension of<br>hardstanding<br>(retrospective)                                                                                                                                                                                                                                                                                                                                | 02/07/2025 | Determined | COMMENT<br>MADE        |
| MO/2025/1105 | PP-<br>14136123 | ROSEMAR<br>KENNELS<br>AND<br>CATTERY,<br>Rosemar<br>Farm House,<br>Shellwood<br>Road, Leigh,<br>Reigate,<br>Surrey, RH2<br>8NT | Change of Use from Sui<br>Genesis (Kennels and<br>Cattery) to Class E (g)(i)                                                                                                                                                                                                                                                                                                                                           | 30/06/2025 | Live       | PENDING                |
| MO/2025/1107 | PP-<br>14135821 | Tamworth<br>Farm, Dean<br>Oak Lane,<br>Leigh,<br>Reigate,<br>Surrey, RH2<br>8PY                                                | Discharge of Conditions 3,<br>5, & 6 of approved<br>planning application<br>MO/2024/1517 for the<br>variation of Condition 2 of<br>planning permission<br>MO/2022/0439 for the<br>proposed conversion of<br>existing buildings into 3<br>dwellings following<br>demolition of lean-to<br>extensions to allow<br>retention of more of the<br>original buildings,<br>extended driveways and<br>alteration to curtilages. | 30/06/2025 | Determined | CONDITIONS<br>APPROVED |
| MO/2025/1040 | PP-<br>14098339 | Batts Farm,<br>Blanks Lane,<br>Newdigate,<br>Dorking,<br>Surrey, RH5<br>5ED                                                    | Erection of detached<br>garage.                                                                                                                                                                                                                                                                                                                                                                                        | 16/06/2025 | Determined | REFUSED                |
| MO/2025/0744 | PP-<br>13973135 | The Court<br>Yard,<br>Shellwood<br>Manor,<br>Shellwood                                                                         | PLEASE NOTE: Additional<br>drawings received.<br>Certificate of lawfulness for<br>an existing use in respect<br>of the use of building 17                                                                                                                                                                                                                                                                              | 25/04/2025 | Live       | PENDING                |

|  |  |                                       |                                                           |  |  |  |
|--|--|---------------------------------------|-----------------------------------------------------------|--|--|--|
|  |  | Road, Leigh, Reigate, Surrey, RH2 8NX | and associated amenity space as separate residential unit |  |  |  |
|--|--|---------------------------------------|-----------------------------------------------------------|--|--|--|

**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 |

*Made up of*

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

Less unrepresented Cheques

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