

LEIGH PARISH COUNCIL MEETING MINUTES

23rd March 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 De Bogerd and 4 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
330	To receive and accept apologies for absence.	
	Apologies were received and accepted from Councillors Mark Foulsham, Paul Metcalfe, Ray Tomkins and SCC Cllr Helyn Clack.	
331	To confirm Minutes of the Full Council Meeting that was held on Monday 23rd February 2026.	
	The Minutes of the Full Council Meeting held on 23 February 2026 were approved as a true and accurate record and signed by the Chair.	
332	Disclosure of Interests if any and any changes to Register of Interests	
	No declarations of interest were made, and there were no amendments to the Register of Interests.	
333	Parishioners Questions.	
	The following matters were raised by members of the public: - Attendance of Highways representatives at Parish Council meetings. It was confirmed that attendance outside office hours is not feasible. - A request to install a warning sign at a blind bend on Newdigate Road. The resident was advised to submit the request via the Surrey County Council Highways reporting portal.	
334	Crime Report (Appendix B/requested)	
	The Crime Report (Appendix B) had not been received. The Clerk will follow this up for the next meeting.	Clerk
335	Clerk Report/Matters Arising	
	There were no additional matters arising.	
336	Community	
	The following requests had been submitted for the community grants: North Downs Primary School PTA. The Council felt that the request for money for the school was not eligible. It was noted each year, the council sets aside a dedicated grants budget to support local clubs, voluntary groups and charitable organisations that either operate within the parish or provide clear benefit to residents. The policy-led approach ensures that public funds are allocated transparently, responsibly and in a way that delivers measurable community benefit. Leigh History Book Group. The group had requested extra funding of £100 as the number of pages being published had increased resulting in more expense. It was understood that	

	the Book Group intended to repay the funds assuming profit was made. The Parish Council resolved to approve this request. ACTION: inform both groups on the outcome of the requests.	
337	Highways and Services	
	Roads and Highways Matters previously discussed were noted. Gatwick Airport Update It was reported that the decision rests with the Secretary of State, who has up to three months to respond. No decision is therefore expected before April at the earliest. Relevant information remains available via CPRE and CAGNE, and the position will continue to be monitored. Drainage It was noted that flooding has been less severe this year, possibly due to improved clearance works. Ongoing challenges in engaging with statutory bodies were acknowledged.	GB
338	Amenities	
	Concerns were raised regarding trees on Clarion land, including areas near Harrington Close and Smallhill Road. Damage to oak trees on the village green was also noted and may result in costs to the Parish Council. ACTION: Further enquiries will be undertaken to identify a tree management policy by Clarion and immediate work required on the fallen tree on the Green/Harrington Close.	Clerk /KH
339	Planning (Appendix D)	
	Current planning applications, decisions and appeals (Appendix D) were noted. No actions were required. It was noted that the Solar Farm proposal has not yet appeared on the Development Committee agenda. The clerk will attend the development committee Forum on 31 st March	
340	Administration & Finance	
	Payments listed in Appendix C were noted and approved. Bank statement for January 2026 signed. The Following policies had been circulated and were approved: • Standing Orders • Financial Regulations	
341	Upcoming Meetings and dates to note (Appendix F)	
	Thanks were recorded to residents and councillors who participated in the recent litter pick. It was agreed that the next litter pick will take place on Saturday 10 October 2026. The next meeting will be held on 27 April 2026 and will include the Annual Parish Meeting and the Annual General Meeting.	
342	Parishioner's Questions & Comments	
	The following matters were noted: • Maintenance of the ditch near the stile on the recreation ground was unresolved. ACTION: council to look at the culvert below the access to the c=rec. Look into rodding it to ensure its free flowing. • Overgrown hedges were noted at Dawes Corner and the Old School House ACTION: write request to resident to take the hedge back further so pedestrians can pass safely. • Provision of magnets for noticeboards ACTION: clerk to provide	

	Inclusion of the Motions Orchard open barn on the asset register and insurance schedule. ACTION: clerk to address	
343	Closure of meeting	
	There being no further business, the meeting was closed.	

Appendix

Appendix A – Summary of Action Points

Item	Action	Responsible	Notes / Deadline
334	Follow up the outstanding Crime Report (Appendix B)	Clerk	Report to next meeting
336	Inform Newdigate Primary School PTA and Leigh History Book Group of the outcome of their grant requests	Clerk	As soon as practicable
337	Continue to monitor Gatwick Airport decision process and report any updates	GB	Ongoing
338	Make enquiries regarding tree management policy for Clarion land (Harrington Close / Smallhill Road)	Clerk / KH	Update when information received
338	Identify and arrange any immediate works required following damage to oak trees on the village green	Clerk / KH	Costs may be incurred
339	Attend the Development Committee Forum	Clerk	31 March 2026
342	Inspect culvert below recreation ground access and investigate rodding to ensure free flow	GB/ME	Report back to Council
342	Write to residents regarding overgrown hedges at Dawes Corner and the Old School House	Clerk	As soon as practicable
342	Provide magnets for parish noticeboards	Clerk	As required
342	Add the Motions Orchard open barn to the asset register and insurance schedule	Clerk	Administrative update

Appendix B – Crime report (not received yet)

Appendix C - Financials

Income:

Date	Type	Description	Paid in
30/01/26	INT	Interest	£2.65

Expenditure:

Date	Type	Description	Paid out
20/02/26	DPC	NJ FULLER Hedges	£ 306.00
06/02/26	S/O	Clerk salary	£ 558.13

Quarter 3, 2026-7 Bank Reconciliation

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	9,537
less payments	22,061	less payments	7,060
Balance as at 30th June 2025	22,949	Balance as at 30th September, 2025	14,057
<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	
			18
Balance as at 30th June 2025	11,580	Balance as at 30th September, 2025	15,610
		Q3, 2025-26	
		Balance as at 1st October 2025	15,610
		Plus receipts	203
		less payments	5,730
		Balance as at 31st Dec 2025	10,083
		<i>Made up of</i>	
		Current Account Balance	6,669
		Plus Reserve Account	3,395
			10,064
		Less unrepresented Cheques	18
		Balance as at 31st December, 2025	10,082

Appendix D

Live applications:

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2025/023 14	PP/2025/010 59	BROOK FARM CLAYHILL ROAD LEIGH RH2 8PA	Change of use of existing barns to a mixed, flexible use comprising E(g), B2 and B8 storage.	30/07 /2025	Live	PENDING
MO/2026/000 48	PP/2025/017 94	GROVE COTTAGE DEAN OAK LANE LEIGH RH2 8PZ	Demolition of Stabling and outbuilding and the erection of 1 No. dwelling with pool and associated landscaping	27/11 /2025	Live	PENDING
MO/2026/000 10	PP/2025/019 05	SHELLWOOD FARM SHELLWOOD ROAD LEIGH RH2 8NX	Please note - Corrected Address and Amended Drawings - Prior notification for the change of use of an existing agricultural barn to 6 No. residential units (Use Class C3).	17/12 /2025	Live	PENDING
MO/2026/002 09	PP/2026/000 07	MOON HALL COLLEGE BURY'S COURT FLANCHFORD ROAD LEIGH RH2 8RD	Internal changes to the ground floor and first floor of the main school building; installation of 2 No. windows and 3 No. doors at the Junior School building. Alterations to the existing workshop outbuilding to remove internal wall and install 4 No. rooflights.	05/01 /2026	Live	PENDING

LPC-20260323

MO/2026/00175	PP/2026/00061	OAK TREE HOUSE TAPNERS ROAD LEIGH RH2 8NN	Oak tree reduce overhanging limbs by 2-4 metres or previous pruning points	20/01 /2026	Live	PENDING
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Decisions:

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2026/00029	EC/2025/01880	THE COTTAGE SWAINS FARM SMALLS HILL ROAD LEIGH RH2 8RQ	Discharge of Condition 3 of approved planning application MO/2025/02266 for the erection of two storey rear extension single storey side extension and enlargement of existing box dormer following demolition of outbuilding.	10/12/2025	Determined	CONDITIONS REFUSED
MO/2025/02748	PP/2025/01865	ADOBE DEAN OAK LANE LEIGH RH2 8PZ	Prior Notification for the erection of a single storey rear extension of 6 metres deep and 4 metres high with a height to the eaves of 2.64 metres.	09/12/2025	Determined	PRIOR APPROVAL NOT REQUIRED
MO/2025/02672	PP/2025/01664	FREEDOM FIELD DEAN OAK LANE LEIGH	Change of use of agricultural land to a commercial dog walking field (Sui Generis Use)	04/11/2025	Determined	APPROVED WITH CONDITIONS