

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL VILLAGE HALL, HIGH STREET, LEIGH ON MONDAY 1ST JUNE 2026 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr A. Backlog, Cllr R. Britain, Cllr A. Holt, Cllr G. Marchant, Cllr G. Rogers, Cllr S. Smith, Cllr R. Swallow and Cllr B. Williams

APOLOGIES: County Cllr R. Mayall

IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). District Cllr M. Silander and 7 members of the public attended the Open Session only.

Open Session

Report by County Cllr Mayall

In the absence of C.Cllr Mayall, the Clerk advised that he has sent a link to a KCC video showing the achievements of Reform during their first year in office. He has also advised that Linden Kemkaren has been re-elected as KCC Leader for 2026/27.

Report by District Cllr Silander

Cllr Silander reported that he has spoken to the developers for the proposal on land south of Penshurst Road, and he has spoken to officers at SDC regarding trees with Tree Preservation Orders on the site, the plan didn't appear to show the correct information. On planning matters at SDC, the application for a solar farm at New Ash Green will be discussed tomorrow. D.Cllr Silander added that multiple significant decisions are being made by the district council, many of which he disagrees with, and these will impact the community and residents of Sevenoaks Town especially, but also residents across the district. He said that unfortunately, for confidentiality reasons, he cannot discuss these matters in more detail and they may or may not be made public in due course.

Questions from members of the public

1. A resident showed concern about potential development in the area and the lack of sufficient infrastructure especially the provision of water and sewage services. Cllr Marchant reported that Tom Tugendhat MP took this up in the House of Commons recently. The Clerk advised that under the Draft Local Plan, SDC is preparing an Infrastructure Delivery Plan which will be included in the Regulation 19 consultation.
2. The same resident asked about the school's use of The Green. Cllr Kaye said that the Parish Council has had two meetings with the Headteacher regarding use of The Green and that it would appreciate the school's co-operation in its use. So that the most badly damaged areas of The Green can recover the Parish Council has asked for the co-operation of all clubs, and the school, to move to certain parts of The Green so that the most badly damaged areas can recover. It was stressed to the resident that nobody is attempting to stop the children from using The Green, rather on a temporary basis to avoid certain worn areas.
3. As Chair of the Village Halls Management Committee, John Holland asked about the doctor's parking space in the High Street, he has received an email from the Hildenborough Medical Centre saying that they no longer require the space and SDC can be asked to change this to a disabled space. John also said that the committee needs a Parish Council representative and the committee is considering a deed of variation.

District Cllr Silander and 5 members of the public left the meeting at 8.41pm.

4. Lee Bransby from Leigh Scout Group and Ian Bishop from Leigh Cricket Club stayed to briefly discuss their grant applications with members.
- 2 members of the public left the meeting at 8.47pm.

Closed Session

18. **Apologies for absence** were received from County Cllr Mayall.
19. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Kaye declared a DPI in item 22(i)(i) as he is the applicant in this application for tree works.
20. **The minutes of the Leigh Annual Parish Council Meeting held on 5th May 2026** were approved and duly signed. Proposed by Cllr Holt, seconded by Cllr Britain, and all were in favour.

21. **To review the following policies:**

Members reviewed and approved changes to the following policies:

- i. Leigh Code of Conduct
- ii. Social Media Policy
- iii. Press & Media Policy
- iv. Procedure for Handling Complaints
- v. Procedure for Handling Anonymous Correspondence
- vi. Planning Protocol and Protocol on Meeting with Developers
- vii. Freedom of Information Publication Scheme
- viii. Information Technology Policy
- ix. Mourning Protocol
- x. GDPR:
 - i. Document Retention & Disposal Policy
 - ii. Email Data Privacy Notice
 - iii. Information & Data Protection Policy
 - iv. Inventory of Personal Data Captured, Stored and Processed
 - v. List of Documents for Retention or Disposal
 - vi. Management Transferable Data Policy
 - vii. Members & Employee Privacy & BYOD Acceptable Use Policy

22. **Planning**

- i. To consider applications received
 - i. SE/26/01219/WTCA: Old Kennards, Hildenborough Road, Leigh TN11 8RE - removal of a partially dead conifer. The Clerk reported that this application has already been determined as no objection lodged and so no comment is required.
- ii. To report SDC planning application decisions:
 - SE/26/00582/LDCPR: 33 Penshurst Road, Leigh TN11 8HL - Lawful Development Certificate Proposed - extension of existing dropped kerb. Application approved.
 - SE/26/00559/HOUSE: 21 Barnetts Road Leigh TN11 8QH - resurfacing of existing front hard standing area. Installation of a dropped kerb and vehicle crossover to provide lawful vehicular access from Powder Mill Lane. Associated hard and soft landscaping. Application approved.
 - SE/26/00738/LDCPR: Fair Acre, Powder Mill Lane, Leigh TN11 8PZ - Lawful Development Certificate Proposed for the construction of three single storey outbuildings to the rear of the site. Exact siting and dimensions shown on proposed drawings. Application approved.
- iii. To hear report of meeting with developers for proposed development on land south of Penshurst Road

Cllr Kaye reported that he, Cllr Williams and the Clerk had an online meeting with the developers for this proposed site and Cllr Williams has produced some comprehensive meeting notes which have already been circulated to members. It was agreed that these meeting notes will be put on the website so that members of the public are kept informed.

23. **Affordable Housing**

- i. To consider undertaking a new Leigh Parish Housing Needs Survey

The Clerk reported that the current Housing Needs Survey is dated January 2022 and has a shelf life of 5 years, therefore a new survey would be due in January 2027.

The current survey identified a need for 16 affordable homes. Previously, HNS were completed by the Rural Housing Enabler, and the cost was covered by SDC. SDC has said that there is no longer any funding for these surveys and if the Parish Council wish to undertake a new HNS it would be at their own cost. Members agreed to set up a working party to take this forward comprising of Cllr Backlog, Cllr Swallow, Cllr Williams and the Clerk.

24. The Green and parish maintenance areas

i. To discuss ongoing maintenance of The Green

Cllr Kaye reported that an email has been received from the Headteacher of Leigh Primary School, which was circulated to members. It was agreed to respond setting out the Parish Council's position, which remains:

1. The school and all lunchtime and after-school clubs should use the football pitch, marked green on the plan for lunchtime play, and lunchtime and after-school clubs. The area circled in orange on the plan can be used for lunchtime clubs if the green area is being used for lunchtime play.
2. The red areas should not be used by the school or lunchtime or after school clubs until further notice. This is to allow the grass to recover fully.
3. The blue area on the plan represents the cricket square and this area is not to be used at any time.

Cllr Kaye reiterated that the school has not been told not to use The Green, but has been asked to use the areas agreed temporarily whilst the grass is recovering. When the grass has repaired, the school will be able to use all areas, apart from the cricket square, but this may change again in future depending upon ground conditions. Members agreed to investigate funding sources for maintenance and improvement of the surface.

ii. To agree when the first cut of The Green south of Porcupine House can be done

The Clerk reported that 8 people have contacted her asking for this area of The Green not to be cut because of the presence of Ox-Eye Daisies. Members agreed to leave the area where the daisies are growing and to cut the remainder of the bank to the east of the path. The agreement has been that the bank will not be cut before 1st June and at a date to be agreed in order to allow the daffodils to die off naturally.

25. Highways & Rights of Way

i. To hear update on speed reduction measures in the parish

No update.

ii. Leigh Community SpeedWatch

The Clerk reported that the volunteers have been out a couple of times in the last month. Unfortunately, the battery was lost in Leigh and a new one had to be purchased from Halfords. Cost £55 + VAT. Members approved the expenditure.

iii. To hear update on the rural swathe 2026 contract

The Clerk reported that she has told the contractor that unfortunately the standard of cut is not good enough and has asked him to improve the standard. He has advised that his hydraulic pump broke whilst doing Powdermill Lane and he has ordered a replacement, when received he will do the other side of the road and tidy up the rest.

iv. To discuss the provision of disabled parking bays in Leigh village

It was agreed that the Clerk will follow up repainting the doctor's parking space in the village so that it becomes a designated disabled space.

v. To discuss local sign cleaning service and approve costs

Members agreed not to pursue this for the time being.

vi. Kent Highways

i. Temporary Road Closure: Coppings Road, Leigh on 8th June 2026 for 2 days outside Wickhurst Brook. The closure is required for the safety of the public and workforce while works are undertaken by South East Water Ltd. For the most up to date information on these works please visit: <https://one.network/?tm=GB148521651>

ii. Cllr Britain reported that Ensfield Road has been closed due to works by South East Water.

- iii. Cllr Marchant reported that drainage work carried out on Coppings Road near the junction with Philpots Lane was a waste of time and money; 5 new gullies were installed but they have not removed any surface water.
- iv. Cllr Britain reported that the drainage work at the railway bridge on Ensfield Road has been a success and there is still no surface water at the bridge when it rains.
- vii. Penshurst Road brambles
The Clerk reported that a resident asked if the bramble patch could be reduced along Penshurst Road as it reduces visibility for residents exiting their driveways. The Clerk has emailed the owner of Hall Place who has confirmed that the area is within his ownership but he does not believe he is under any obligation to reduce the vegetation if there is no encroachment onto the highway. Members were happy to arrange for the brambles to be strimmed back if the landowner will give his consent for the works. Clerk to contact him again.
- viii. Leigh Embankment Works
The Clerk reported that an email has been received from VolkerStevin regarding works to the embankment: "As part of the current works to expand the Leigh Flood Storage Area, we need to carry out work to maintain a small section of the embankment to the north of the railway line at Cattle Arch. These works will prevent the flood storage area from overtopping when it is used to the new, higher water level. The works will involve re-levelling a 30m section of the embankment to ensure levels are consistent. We'll be working on the flood embankment off Green Lane. We will need to bring in materials for the work and our staff will need a small site compound with a welfare unit. Access to this area is tight and will be via the public track. The works will take approximately 4 weeks. We will need to fence off the site area to carry out the works safely. The public footpath will remain open, but there will be short periods of time when we'll need to close the footpath so construction traffic can safely get to the site. We understand that the traffic movements will be disruptive however we have enclosed a traffic management plan. Our traffic marshals be on hand to manage the flow of vehicles to reduce disruption. We have worked with the school to plan our traffic schedule around drop off and pick-up times." The Clerk added that she has asked for more information but not heard back.
- ix. Leigh Pumping Station
The Clerk reported that a works programme for the removal of asbestos at the pumping station has been received, and she is waiting for Southern Water's response to some further questions. Cllr Britain said that the tankers do need controlling in the High Street and it has been noted that the tankers are driven in an aggressive manner on some occasions. Clerk to feed this back.
- x. The Ramblers
The Clerk reported that an invitation has been received to a meeting on Thursday 18th June at Lenham Community Centre at 9.30am.
- xi. Gatliff Marathon
The Clerk reported that an email has been received from the Gatliff Marathon Committee about their event on Saturday 17th October, the committee would like to set up a table and a few chairs on The Green from 08:45 to 12:30. Members agreed.

26. To hear update regarding the provision of a new defibrillator on the Cricket Pavilion and approve costs

The Clerk reported that the defibrillator is installed on the front wall of the pavilion and it is registered on The Circuit, which is a national database of defibrillators, and controlled by The British Heart Foundation in conjunction with the NHS, the Ambulance Service and St. John's Ambulance. The electrician's cost is £250 + VAT. This cost was approved by the Finance Committee, and members agreed.

27. To hear report of the Coffee Corner project held in the Leigh Scout Hut

The Clerk reported that the Coffee Corner held on 15th May was successful. The next dates are Fridays 19th June and 10th July 10.30 to 12.00 in the Scout Hut. The event on 21st August will be held on The Green to coincide with the Play Event.

28. To discuss correspondence received

The Clerk reported that the list of correspondence received has been circulated, and drew members' attention to the following:

- i. Item 2: Email from the Uckfield & East Grinstead Lines, Tonbridge to Reigate Line and Communication Support Officer of South East Communities Rail Partnership: "Our partnership is currently looking to explore the possibility of creating a limited service Rail Link bus that starts in Crawley and ends in Tonbridge, taking in attractions along the route and we would like to gather some support for this proposal. This would be a pilot scheme with initial timing being July to October. Sustainable take up could result in more services being available. I am writing to ask if you would you be willing to submit a letter of support." Members did not support this initiative.
- ii. Item 5: GACC Newsletter: May 2026.
- iii. Item 9: SDC News Release: The rollout of new recycling measures, including the introduction of new weekly food waste collections and reusable recycling bags, has helped residents recycle more and cut waste. In the first month since the introduction of the food waste service, the Council's crews have collected a massive 220 tonnes of food waste, putting the Sevenoaks District close to the top 25% of Kent councils for food waste recycling. This extra 220 tonnes of recycling alone will produce up to 80,000 kWh of energy - that's enough to power 30 average sized family homes for a year. Since launching the service, the crews have reported a noticeable reduction in black sacks being split open by animals at properties now using the separate food waste service. Recycling has also been boosted by the reusable green recycling sacks that were introduced in 2024. Residents have increased their recycling of cardboard, paper, plastics and other household items by a further 3.5%. By October 2026, the reusable sacks will have saved the Council £225,000 when they will be phased out, and wheelie bins are introduced. Once they are no longer needed, residents can either keep them for their own use or the Council will collect them during the first four weeks of the new service, so they can be recycled.

29. Finance:

- i. To sign a quarterly bank reconciliation
Cllr Kaye signed the bank reconciliation and corresponding copies of the bank statements as a correct record.
- ii. Grant applications
It was agreed that the Finance Committee would look at the 3 grant applications received. These are from Leigh School, Leigh Scout Group and Leigh Cricket Club. Their recommendation will be discussed at the July Parish Council meeting.
- iii. To approve membership renewal for SLCC: £189.50
Cllr Kaye proposed that this subscription be renewed, seconded by Cllr Swallow and all were in favour.
- iv. To approve list of payments
Cllr Backlog proposed that the list of payments be approved. This was seconded by Cllr Holt and all were in favour.

30. Summer Family Fun Day

The Clerk reported that this will be held on Friday 21st August from 10.30am to 12.30pm on The Green. Members approved the provision of a children's entertainer.

31. Items for reporting or inclusion in future agenda

None.

The next Parish Council Meeting will be on Monday 6th July 2026 in the Small Village Hall at 8.00pm

The meeting closed at 10.20pm

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
June 2026**

Payment				Amount	
Date	Number	Payee	Detail of payment	Inc. VAT	VAT
01.06.26	1015	Clerk	Salary	£1,338.84	
01.06.26	1016	HMRC	PAYE	£618.52	
01.06.26	1017	Clerk	Mileage & reimbursement costs inc Fasthosts & battery	£171.55	£13.57
01.06.26	1018	KCC	Pension contribution	£450.99	
01.06.26	1019	KALC	Funding for Parish Councils event (RB & LK)	£120.00	£20.00
01.06.26	1020	SLCC	Membership renewal	£189.50	
01.06.26	1021	Hever Landscapes	Grass cutting	£126.00	£21.00
01.06.26	1022	Utility Warehouse	Electricity for no.1 The Bungalows	£104.41	£4.97
01.06.26	1023	Dave Cole Electrical Installations Ltd	Installation of new defibrillator	£300.00	£50.00
				<u>£3,419.81</u>	<u>£109.54</u>

Signed

Date