

Kirtling and Upend Parish Council

Minutes of Parish Meeting held on

Monday 24th November

2025 at 7pm

Present: R Staunton (Chair), Cllr J Kiteley, Cllr R Rickcord, Cllr M Campbell, Cllr J Dennis, Cllr J Edge, Cllr J Lay, Mrs L Brent (Clerk)

Apologies: Cllr A Sharp

Action required

251124/01 **Chairman's welcome and acceptance of apologies**
Chair accepted apologies from Cllr A Sharp

251124/02 **To receive any declarations of interest**
None declared.

251124/03 **Public Forum**
No members of the public were present.

Fairhaven Estate Development Update

Mr. Henry Broughton attended the meeting to provide an update on Fairhaven Estate's long-term development plans for sites in Kirtling and Upend.

Proposal for Land Opposite 62–65 The Street, Kirtling

- Councillors were updated on his proposal regarding the land opposite 62–65 The Street.
- Councillors welcomed the principle of introducing affordable housing to the village, particularly homes suited to young families and professionals.
- Mr. Broughton acknowledged suggestions for including a bungalow for older residents.
- The Estate understands the community's desire for a balanced portfolio of properties, including apartments and bungalows, to improve affordability and accessibility
- The Parish Council approved this proposal

Estate's Vision and Current Applications

- The Parish Council expressed interest in reviewing proposals within the broader context of the Estate's 5–10 year vision.
- Mr. Broughton addressed the Estate's application for change of use:
 - Site: East of Lower Farm, Upend (CB8 9PH)

RS to provide feedback to Mr Broughton and proposal for future collaboration

- Proposal: Conversion and extension of an existing barn and four stables into residential accommodation.
- Detail provided :
 - Barn currently used for storage.
 - Plan to create a 4-bedroom house around a courtyard.
 - Lower Barn House is being sold; access via Lower Barn Drive retained. It was appreciated that previous feedback and moving the access road was supported.
 - Only one window visible from the road; timber fabric to be retained.
 - The Parish Council supports this proposal

Current Project at Pratts Green Farm

- Application: Demolition of three agricultural buildings (Ref: 25/01197/DEM).
- Future plan: Apply for change of use to build 6–7 houses (3–4 bedrooms each).
- Parish Council appreciates the Estate’s agreement to move the access road away from Alison Pascoe’s doorway.
- Councillors support the repurposing of these barns for residential use, provided floor area and height do not exceed current structures.

Other Development Updates

- Properties in Ashley built by Highland Homes are being sold.
- Two sites in Kirtling and a larger site in Ramsey (long-term, next 10 years).
- Potential development at Lode within 5–10 years.

Mr Broughton agreed to communicate and include the Parish Council with any addition future property development plans relevant to Kirtling & Upend residents

Future Collaboration

Councillors agreed with Mr Broughton to provide:

- A comprehensive list of all current and potential development sites within Cambridgeshire for reference.
- Regular updates on any changes to these plans as they arise.

This information will help the Parish Council present a clear, well-informed development plan to residents at the annual meet-and-greet. Cllr Lay will also be speaking with neighbouring parish councils in February and March, as there may be significant value in working together on this in the future.

251124/04

Minutes of the meeting held on 27th October 2025
Agreed as a true record.

251124/05 **Matters arising from previous meeting**
No matters arising

251124/06 **Planning applications**
Councillors noted the following decisions:

1. Appeal: Proposed rooflight windows in connection with loft conversion
Location: Woodditton View, Woodditton Road, Kirtling, Newmarket Suffolk
Reference: 25/00760FUL
Appeal Start: 11th Nov 25 (deadline 9th Dec 25)

2. The following applications have been submitted on behalf of the Parish Council:

- Highways was informed and asked for permission to site the 3 pairs of gates to be installed in three locations in Kirtling Village. PC to purchase from Glastons
- Highways informed and asked for permission to change two local village bus stops to bus shelters (bus company approved relocation).

251124/07 **Footpaths & watercourses**

1. Email from Andrew Maddever dated 29 Oct 25 read out. Footpath was dug up in error then rectified as far as possible the next day.
2. Footbridge at Great Bradley is broken. Owner/Occupier aware.
3. A resident has flooding rising up her driveway. This has been formally inspected and reported to the drainage team.

251124/08 **Receipt of the following correspondence was noted**

From CCC

- PR1165 - Kirtling, East Cambs - Proposed 30mph Extension & 40mph Buffer Zones
- Webinar - Cambridgeshire County Council Budget Briefing with Town and Parish Councils on 11th Dec 25
- Local Highway Improvement Initiative (LHI) 2026/27 application window open until Friday 16th January 2026 at 17:00PM.
- Combined Authority Members' Newsletter - November 2025 is attached

From ECDC

- Council meeting – Thurs 20th Dec
- The agenda for the Sept 25 Finance and Assets Committee meeting has been published.
- Local Government Reorganisation (LGR) in Cambridgeshire & Peterborough Letter from Cllr Anna Bailey dated 12th Nov
- [Capalc - Upcoming courses](#)

251124/09 **Finance**

Chair presented a financial illustration showing the costs and income required for BAU Parish Council operations and also, the current CIL reserves supporting the current infrastructure development plans. It was agreed that both the day to day operations and infrastructure proposals are both fully provisioned and within budget. Full end-of-year accounts and any ongoing financial statements are available through the Clerk

251124/10 **Expenditure was authorised on the following:**

The Boston Bulb company	£224.00
Metals 4U	£63.72
Kirtling Village Hall	£30.00

Royal British Legion, Cheveley Branch	£20.00
Dale Jeffery Electrical Services LTD	£1,410.36
HMRC	£92.17
K Hutchinson & Son	£507.60
HMRC overdue payments	£77.22
Total	£2,425.07

251124/11 Bank balances as at 20/11/25 were noted
 Community Account – £3,298.09
 Instant Access Account £51,854.40
Total £55,152.49

251124/12 **Councillors Forum**

Cllr James Lay provided updates on the following matters:

- The motion unanimously approved in October to support individuals experiencing mental health crises and to strengthen suicide-prevention efforts.
- The importance of ensuring the Council submits a response to the Public Right of Way Survey (deadline: 27 July). Responding could help secure additional public rights of way.
- The Wildlife Hospital planning application is scheduled to be heard in January.
- Recent information from the Citizens Advice Bureau indicating that 95 families in Woodditton are currently facing financial hardship. Councillors are encouraged to remain mindful of those struggling within our communities.
- Planning performance data, which shows that committees are making the correct decisions in the majority of cases.

Cllr Edge’s December report can be found below at Appendix 1

251124/13 **Clerks report**

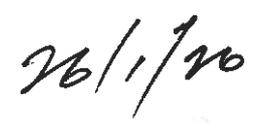
The clerk will liaise with the Chair regarding the purchase of a playground repairs and maintenance contract and signage. She will also ask Hutchinsons to quote regarding the grass and verges.

251124/14 The date for the next meeting was confirmed as Monday 26th January 2026 at 7pm.

Lisa Brent (Clerk)
 Email: clerk@kirtlingandupend.co.uk



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 Chair - R Staunton



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 Date

Appendix 1

Cllr Jonny Edge

MONTHLY REPORT – December 2025

As we get closer to the end of 2025. I would like to wish you all the best of times, with lots of fun, celebrations and rest throughout the Christmas season.

It is also a time when we need to look out for those in more need of support at every age and circumstance. Everyone deserves to be able to enjoy themselves and have some relief from the stresses of daily life throughout this winter season. I'm sure within the community there will be many of you doing all can to help others.

For the social media savvy, follow #BeWinterWise, or go to the website using the following link and add 'HAF' into the search engine. It will provide a directory of useful support for all in need.

<https://www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living>

Support for young families

For those needing support with young families, the County Council will again be operating its Christmas Holiday Activities and Food (HAF) Programme. This will be in operation from 20 December to 4 January.

Children eligible for benefits-related free school meals can access a funded place at a HAF holiday scheme or family experience for up to 16 hours. Families experiencing financial hardship may also qualify.

General support

For those needing support over the winter, the links provided above will direct you to help for Cambridgeshire residents to stay safe, warm, and healthy throughout the colder months by sharing practical advice, highlighting local support, and encouraging communities to look out for one another.

LOCAL GOVERNMENT REORGANISATION

Though there is consensus the process and timelines we were forced into were not what any of us would have wished for, the County Council have voted to make sure the only option placing East Cambridgeshire with the City and South Cambridgeshire is put in front of government ministers at the end of November. Other councils will continue to work on and recommend their preferred options.

In addition, our local County and District Councillors have been working with parishes across Woodditton and Burwell to write a letter to ministers representing our unique position on this, helping to make sure our communities are linked to the likely Cambridge, rather than Peterborough based authority.

It will ultimately be the government that decides the future of our local government structures.

HIGHWAYS

Improvements

I am working with parish councils to consider improvements to our roads in the future. These not related to maintenance, but rather local schemes to improve the safety and practicality of our roads and pavements. Most parishes already have a good idea of the work needed from concerns shared by you or known to them. Please do continue to engage with either your parish councillors or myself if you believe there are things we should be considering for the future.

Cheveley, Dullingham and Swaffham Bulbeck have recently had schemes approved from last year's proposals that will now be progressed for local consultation in 2026.

Maintenance

After considerable personal input to get interventions in place, by the time of reading, the road between the King's Head and Eagle Lane in Dullingham should have undergone work to make it safe. This work has been needed for a very long time and was critical ahead of general surfacing work scheduled for summer 2026, the existing road being the sub-layer for the regular stone treatment that has been seen recently on Station Road.

The council's reporting site was upgraded in September, <https://highwaysreporting.cambridgeshire.gov.uk/en>. I know many were frustrated by the system previously, but please do report any concerns on this site, it's the best way to inform officers of work to be done. An officer does now inspect our roads on a more regular basis, so over the coming year, you should notice improvements to any reactive maintenance work required.

Cllr Jonny Edge, 07974 348141, jonny.edge@cambridgeshire.gov.uk

