

THRILOW AND HEATHFIELD PARISH COUNCIL

Minutes of a Parish Council Meeting held in Village Hall on the 14th September 2026 at 7.30 pm

Present - Les Clifford, Philip Bushell, Sally Cartwright, Lynn Driscoll, Alan Harris,
Fergus Ramsay, Kerstin Rivett,

District Councillor - Richard Williams

Ounty Councillor: - Peter McDonald (Part-time)

Parish Clerk - Martyn Corbet

RFO - Austin Flynn

Also In Attendance various members of the public

1. Apologies for Absence

Apologies for absence were received from Cllrs Richman and Schneider

2. Minutes of the Parish Council Meeting held on the 13th July 2026

The minutes having been previously circulated were agreed and signed by the Chairman.

3. Matters arising from the above-mentioned minutes not otherwise covered by this Agenda

There were no matters arising.

4. Health & Safety

a) Health & Safety Policy

A copy of the proposed new Health & Safety Policy had been circulated to all parish councillors. Acceptance of the policy was proposed by Cllr Rivett seconded by Cllr Bushell and agreed.

b) Health & Safety Tasks

Cllr Schneider has produced lists of Health & Safety checks. These were distributed to parish councillors and must be returned to the Parish Clerk by 14th October 2026.

Tasks were allocated as follows:

Cllr Driscoll – Section 1 Heathfield & Pepperslade

Cllr Ramsay – Section 3 Thriplow Rec

Cllr Rivett – Section 4 The Green

Cllr Clifford – Fowlmere Road & School Lane

Cllr Harris – Church Street & Middle Street

Unfortunately Section 2 was omitted and will be allocated.

Those not having tasks this time will be included in March when the tasks will again need to be carried out.

c) Damage to the footpath in School Lane

Cllr Clifford said a very useful meeting took place with George Carson of Cambridgeshire County Council. The School Lane footpath has been officially recognised as needing work and marked up accordingly. The view obstructing vegetation on the corner by the school will be cut during the forthcoming Volunteer Weekend. It is recognised this is a dangerous operation. Cllr Clifford volunteered to cut the hedge. Suitable arrangements will be made for his protection.

5. Updates on

a) Problems with lorries using Duxford Business Park

Cllrs Richman Rivett and Williams attended a meeting with Nishant Gupta on the 28th August. As a result he has instituted new procedures for lorries using DBP. Not all the lorries are part of Mr Gupta's organisation. Part of the plan is new signage. Cllr Rivett has offered to design this.

Cllr Rivett prepared some notes of the meeting which are attached to these minutes.

Parked lorries are of concern. Cllr Williams referred to a leaflet prepared by Whittlesford PC to be attached to windscreens. He suggested a similar one might be appropriate. It would have official logos on it. Cllr Williams also suggested "No Waiting Restriction for lorries overnight. Cllr McDonald said that CCC has a policy for HGVs to park in designated areas but Heathfield is not part of it. He will ask if it can be included when possible. It is important to link in CCC and Cllr McDonald. The policy is based upon a voluntary agreement between CCC and lorry drivers on where to park and not to park. Mr Gupta will provide details of the lorries. CCC will contact the companies. Cllr Driscoll said that she has seen staff helping lorries to reverse into the yard. This is despite a sign saying not to do this. Mr Gupta has said he will join the Heathfield Facebook page. Cllr William said that posting incidents involving lorries would help.

b) Proposed sign in Duxford Business Park area

This is under review. The need for it may well be replaced by the new signage referred to above.

c) Problems with emails

Cllr Rivett has been experiencing problems with emails. She had suggested going over to the recommended "Gov.Uk" email address. The Parish Clerk is investigating this and obtaining information

MC

d) Provisions for Parish Emergencies

Cllr Rivett will investigate this further. She feels there is a need for a list of contacts. Care is being taken over volunteers health and safety. A list of tasks will be drawn up. The ability to call for help is particularly relevant given the danger of field fires in very hot weather.

e) Volunteer Weekend for Parish Maintenance

This is being set up and co-ordinated by Cllrs Bushell and Ramsay.

PB/FR

f) Suggestions for signs on Thriplow Rec and The Greenway

The Parish Clerk has received two suggestions for improved signage. One is for a larger sign on Thriplow Rec to say no dogs allowed. A costing for a new sign is needed. The Parish Clerk will ask Cllr Schneider to do this. The other sign is in relation to dog mess on The Greenway. Cllr Driscoll said there is no dog litter bin in the middle area. Cllr Bushell doubted whether people would comply with the sign. It was decided that something should appear in the next Fowlmere Thriplow and Heathfield News.

DS

6. Setting up a Communications Working Party

Cllr Clifford explained that ways of improving communication with residents needs investigation and if possible improvement. Setting up a Communications Working Party was proposed by Cllr Clifford seconded by Cllr Harris and agreed. It was agreed that the members of the CWP will be Cllrs Cartwright Driscoll Rivett and Schneider. The Parish Clerk will also be involved and provide input.

7. Tiger On Demand Bus Service

Cllr Williams explained that this is service where users can request the operating bus to stop for them. Unfortunately its current operations do not include Heathfield or Thriplow. He is conducting a survey. A good response to this will increase the possibility of extending the service to this area. This is not a regular bus service. The more data provided making it more likely for the service to be extended. Cllr Rivett said she has heard of instances where the bus did not turn up. Cllr Williams aid when booking it is important to also book the return trip. He hopes to deliver the survey shortly

RW

8. Updates on

a) Parish & Recreation Ground Maintenance

i) Village Ward – work required on Thriplow Rec

Cllr Ramsay said that funds are required he suggested an approach to Daffodil Weekend Trust. Funds are available for some emergency work.

ii) Damage to the Goalpost on Thriplow Rec

Damage to the goalpost has been repaired as much as possible by Terry Smith. The goalpost will eventually have to be replaced by one which is more durable.

b) Heathfield Ward

i) Work required on HOS

Cllr Rivett confirmed that work has been done on the ZipWire. The final invoice has yet to be received. Other work needs to be done. This includes work on the Outdoor Gym. A quote is expected for the replacement of caps on the equipment. It is anticipated this will be in then region of £200.

KR

ii) Work required on ROS

b) Damage to the Footpath on School Lane , general signage including Heathfield Roundabout

There are parts of the white lines and roundabout at Heathfield which are badly worn. CCC will deal with this as soon as possible.

c) Ditches in Lower Street and beside the War Memorial and drain cleaning

Cllr Clifford has yet to talk to David Easthope about the drain. It is hoped the ditches can be included in the Volunteer Clean Up Weekend.

LC

d) New Village Flag

A new village flag has been acquired and is in the custody of Hanna Roberts.

e) Parish Flag Competition

Cllr Bushell has spoken to various people about this. He and the Parish Clerk will liaise about taking this forward.

PB/MC

f) Fallen posts on the Anno Domini Triangle

In response to a Facebook post raised by Martin Merry the bollards have been restored by Tom Harvey. *(Post Meeting Note one of the posts has already been damaged)*

g) Overgrown vegetation and electricity cables on Heathfield

Cllr Rivett has been liaising with UK PowerNetworks about this potentially dangerous situation. The work has been given high priority as of July. Unfortunately when the operatives came to do the work they were unable to do. It is planned they will return on the 12th October. Power will have to be switched off. Notification will be sent out 2 weeks before. Cllr Rivett will contact UK PowerNetworks 3 weeks beforehand. It is anticipated power will be off for some 4-5 hours.

9. Footpaths

State of footpaths in the village and installation of a handrail

Cllr Harris stated that it is anticipated maintenance (ie cutting back) will be handled by the volunteers on Volunteer Weekend. The bridge on the footpath from Lower Street to Middle Street needs attention some of the struts may be rotten. Cllr Harris is obtaining quotes for the installation of a handrail on the bridge.

AH

10. Remembrance Day 2026

The Parish Clerk will order a wreath from The Royal British Legion. The chairman will attend the Remembrance Day Service and lay the wreath.

MC

11. Planning Matters

a) Planning Applications Received

26/02237/S73 – to vary condition 2 (Approved Plans) of planning permission
22/03609/HFUL

(Demolition of existing rear leant to element, single storey and two storey rear extension. Conversion of garage to home office including raising of roof height and new cartlodge/garage to front. Re-submission of 22/02380/HFUL to include cycle rest – 9 Middle Street – no objections;

CCC/26/023/FUL – removal of one flue stack and replace with one new flue stack coupled With altering second flue stack by increasing height – Cambridge Pet Crematorium- one Parish councillor commented that they objected on the basis that this should not have been and would therefore question why the applicant had gone ahead with works prior to obtaining permission.

The parish council commented that it was disappointing that no positive feedback to queries Raised on the application had not been received by the deadline. In such circumstances and Given the lack of co-operation in providing information requested the parish Council does not Feel able to provide a definitive response to the application.

Information was later received and forwarded to parish councillors – no objections were Received.

26/02708/FUL – partial demolition of existing collapsed wall and erection of a new wall – Rectory Farm, Middle Street

One parish councillor raised concerns about highway safety.

– Design, appearance and materials

New proposed design is not heritage or rural in style, not in keeping with a listed construction in the Conservation area...more appropriate materials and designs are available - see Compliance with the Local Plan below.

– Effect on listed Building and Conservation Areas

See above

– Compliance with the Local Plan

The proposed design is not in keeping with the adopted Neighbourhood Plan, specifically Policy THP 3 Protecting and enhancing village character in Thriplow, and THP 5 Parish-wide locally valued views. The entrance to the site is on the main route into the village from the A505 and as such is a much valued view. This is a dramatic, unsympathetic change

A majority of parish councillors have no objection to the application

b) Planning Decisions Received

None

c) Planning Appeals

None

d) Potato Store Application

Cllr Driscoll said that potato boxes are being stored in large numbers on the field behind her home. There are two piles. One is in the middle of the field. The Parish Clerk said he would send the response to the application which was approved by the previous Parish Council to the present ones. Cllr Driscoll referred to the frequent smell emanating from the crisp factory. Cllr Rivett referred to problems with access. Cllr Driscoll also referred to the noise and the fact that recently a measuring device has been sited in the field between Kingsway and the crisp factory. Cllr Williams said that the applicant's agent had contacted him about the application. He has told him to talk to the Parish Council. No contact has been made. Cllr Rivett said a log should be kept of smell noise and light problems. Cllr Williams advised that before going to the Planning Committee the website should be checked for any recent developments. Cllr Clifford suggested arranging a meeting with the applicant.

LC/MC

e) Duxford AVTech Project

Parish Councillors attended the recent Exhibition/Consultation at the IWM Duxford. It is apparent from the information supplied that the traffic the project will demonstrate has yet to be properly addressed. The developer seems to be relying upon CCC to agree a solution to the obvious increase in traffic volume which will arise. Nothing definite can be addressed until a formal planning application is received.

d) Any Miscellaneous Matters

It was noted that the Grain Store site is on the market.

12. Financial Matters

a) authority was given to pay the following

Date	Payee	Amount	VAT	Total
15/09	Hardy Landscapes – Grass Cutting Village	670.43	134.09	804,52
25/09	Payroll	1491.00	0.00	1491.00
	Parish Clerk's expenses – includes reimbursement for new Union Flag	150.69	0.00	150.69
25/09	Payroll	1491.00	0.00	1491.00

b) the following payments were ratified having been paid between meetings

Date	Payee	Amount	VAT	Total
23/07	SSE – Street Lighting	36.23	3.83	38.04
23/07	Tom Harvey – Cleaning Thriplow Rec	100.00	0.00	100.00
04/08	British Gas – Electricity The Smithy	16.85	0.84	17.69
04/08	Hardy Landscapes – Grass Cutting July	588.55	117.73	706.26
11/08	Bank Charges	4.25	0.00	4.25
21/08	SSE – Street Lighting	38.46	1.92	40.38
25/08	Payroll	1491.00	0.00	1491.00
26/08	Npower – Street Lighting	115.52	5.78	121.30
01/09	CAPALC - Courses	150.00	0.00	150.00
03/09	British Gas – Electricity The Smithy	14.52	0.75	15.15
11/09	Bank Charges	4.25	0.00	4.25
21/09	SSE – Street Lighting	42.87	2.14	45.01
24/09	Npower – Street Lighting	135.90	6.80	142.70

c) Credits Received

d) S106 Monies

Cllr Bushell has been analysing the S106 agreements. Further discussions will take place between Cllrs Bushell and Clifford together with the Parish Clerk and the RFO.

e) Internal & External Audits

The Parish Clerk Aid the External Audit is progressing. Some more questions need to be answered before it is completed.

13. Tree Works & Tree Protection

26/0856/TTCA – 9 The Green – Ash in the drive, sectionally fell to low stump no objections

14. Reports (if any)-

a) Neighbourhood Forum

There was nothing to report save that no meetings have taken place.

b) Village Hall Management Committee

.It is still planned to install Solar Panels and also CCTV. A comment was made about the WiFi . This is normally adequate but was weak at Daffodil Weekend due to excessive use.

c) Police and Neighbourhood Watch

Cllr Driscoll said she has tried to establish a Neighbourhood Watch Group but people on Heathfield seem to communicate by Facebook or other Social Media. Cllr Cartwright attended a South Cambridgeshire Police forum. If an incident arises it must be reported. The police can then highlight it. Two burglaries have taken place in the village.,

d) District Council Information

Cllr Williams has prepared a report a copy of which is attached.

e) County Council Report

Cllr McDonald has prepared a report a copy of which is attached.

Cllrs McDonald and Williams are working on the AVTech project. Cllr McDonald pointed out that the volume of traffic will greatly increase on the A505 should the AVTech Grange Farm and Hinxton Grange developments be allowed. Hinxton Grange was rejected some 5 years ago but is now back on the agenda. This is a planned residential development of the area opposite the McDonald/BP Garage. The proposed Cambridge Development Corporation and an increase in mayoral powers Could remove local planning control given the size of these proposed developments. Cllrs McDonald and Williams are drafting a Strategy Plan. Cllr McDonald said that it is possible the effect of an increase in traffic via the other two developments might be terminally detrimental to AV Tech.

15. Correspondence and Information Received

A list of correspondence received has been circulated to parish councillors.

16. Date of next meeting

9th November2026

There being no further business the meeting closed at 9.10 pm. The Chairman thanked everyone for attending.

..... Chairman

..... Date

26/19

28 August 2026 Nivtar Distribution meeting

1. ATTENDEES Nishant Gupta Paven Cllr Richard Williams, Cllr Carly Richman, Cllr Kerstin Rivett

2. ISSUES RAISED A. Reversing lorries into the Nivtar site blocking the roundabout traffic and causing traffic offences. B. More than one lorry queuing up to get in, blocking the roundabout traffic and causing traffic offences. C. Lorries turning round, driving over pavements and breaking residents plant pots etc. D. Lorries parking in front of the lights. E. Key times it occurs e.g. morning rush hour and afternoon school run time. F. Any others?

3. CURRENT SOLUTIONS ALREADY IMPLEMENTED BY NIVTAR I. II. III. IV. V. Pallets are stacked as a single row, until they are reused to maximise lorry space. They do this to recycle and minimise waste. They have also made more space for lorries by requesting permission from the Business Center to park their own cars next door. There is

a capacity for 3-4 lorries on the site, plus a turning circle. There is no need for lorries to reverse in or out or wait outside. They have issued instructions emailed out with every lorry booking. Lorries are also given specific arrival times. However, they don't always stick to them. The drivers may not be familiar with the process on their first visit, but they make sure that they are aware for any subsequent deliveries. They are in the process of getting bigger signs produced and these can be done very quickly. Nishant will supply a plan of the site so that Kerstin Rivett can do a diagram to make it easy for the drivers to understand. This will go on one of the signs. They have just opened a new site at Six Mile Bottom to process the shipping containers (which can take up to 2 hours to unload) and from this week, these will no longer be processed in the Heathfield site which should free up lorry space. Prior to their purchasing the site in 2019, it had been used as an unofficial lorry park. Regarding the lorries sometimes parked up outside, they are not necessarily connected to Nivtar and they have moved them on (also at times getting abuse). They think this might be a legacy of the pre 2019 usage. Also, they see delivery vehicles from KMG parked up there at times. Cllr Williams will request formal no waiting restrictions for this area from the County Council, which may help.

4. FURTHER ACTIONS

- a) Cllr Williams will request formal no waiting restrictions for this area from the County Council.
- b) PC to communicate for any offences seen, the parishioners should take details of number plates, dates and times so that Nivtar can keep a record and contact the companies directly and in a timely manner.
- c) Cllr Williams to provide example leaflet used for Whittlesford Station with Cambs CVC and Police branding. KR to produce a sheet for parishioners to hand to the drivers with these details on them to say they are being reported. Cambs CC and Police Logos, Vehicle registration, Date, Time, Offence
- d) KR to draw up plan of forecourt with instructions to go on new signage at Nivtar entrance

District Report

Cllr Richard Williams

Greater Cambridge Local Plan

The final consultation on the new Greater Cambridge Local Plan is now underway. This is the last formal opportunity to comment before the Plan is submitted to Government for examination by an independent Planning Inspector. The consultation closes at **5pm on Friday 25 September**. At this stage, comments are particularly being sought on whether the Plan is legally compliant and "sound".

The Plan will set planning policy for Cambridge and South Cambridgeshire through to 2045. The good news for Whittlesford is that there is no new housing allocation in the village itself. However, there are several policies nearby which could have a significant impact on us such as proposed new town at the far end of the A505: **Policy S/GF – Grange Farm**, north of Little Abington beside the **A11/A1307**. The Local Plan proposes a new settlement of around **4,500 homes**, together with employment, schools, shops and other facilities. Development is proposed to start from 2034, subject to the necessary water infrastructure being available.

AvTech is not specifically provided for on the Local Plan but is obviously of particular local interest. Related to AvTech, transport remains one of my biggest concerns about the draft Plan for our area. The A505 and surrounding road network are already under considerable pressure and

any development on this scale of AvTech, the Grange Farm proposal etc must come with credible transport improvements rather than simply adding more traffic to existing roads (although see also the next item).

A505 – Meeting with Planners about the Genome Campus Proposals

Last week I met with South Cambs planners, the County Council highways team and the Welcome Genome Campus (WGC) about proposals to alter the agreed changes to the A505 between the M11 junction and the McDonalds (A1301) roundabout. The purpose of the meeting was to understand why the WGC is proposing a new more flexible approach to transport mitigations than the specific plans agreed at the time permission was given for the Campus extension. I was generally reassured that the purpose behind putting more flexibility into the plans was to ensure that any changes to the A505 could and would respond to all of developments affecting the road, not just the Genome Campus expansion. I raised AvTech and the need to coordinate with the developers. Cllr McDonald and I are going to follow up with notes on priorities for road improvements.

New national planning rules around railway stations

Separate from the Local Plan, the Government published a completely revised **National Planning Policy Framework on 17 August**. One of the most significant changes for Whittlesford is much stronger support for housing around well-connected railway stations.

The new rules establish a strong presumption in favour of suitable housing and mixed-use development within a “reasonable walking distance” of a well-connected station. This is generally around **800 metres, or about a ten-minute walk**. Outside existing settlements, qualifying development should normally be approved unless the benefits would be **substantially outweighed by adverse effects**. Infrastructure capacity remains one of the matters which must be considered.

Local Government Reorganisation – Government pauses the process

There was another significant announcement on Monday 7 September. The Government has paused and launched a review of its Local Government Reorganisation programme following updated legal advice.

This includes Cambridgeshire and Peterborough, where we had been waiting for the Government to choose between the competing proposals for replacing the existing county, district and city councils with new unitary councils. No decision on the future structure of local government in Cambridgeshire will be made until the review has taken place.

This creates considerable uncertainty around the timetable for LGR. Councils had previously been working towards reorganisation in April 2028, but we will now have to wait to see what timetable emerges from the Government's review.

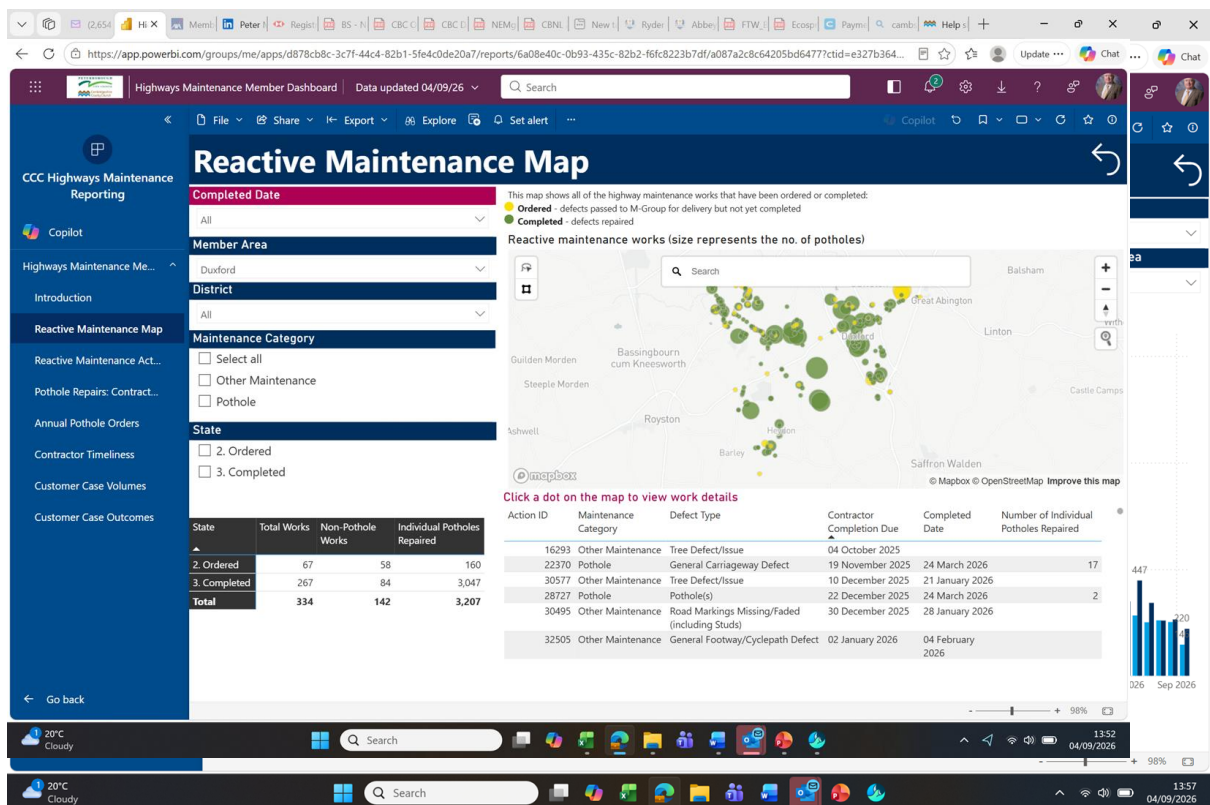
Long-Term Health Condition Grant

Community organisations, specialist groups, community facilities and small fitness providers can apply for **up to £2,000** to provide activities helping adults with long-term health conditions remain active. Funding can cover items such as venue hire, equipment, training and accessibility improvements. Applications close at **5pm on 25 September**.

With best wishes

Richard

cllr.richardwilliams@gmail.com/07584037016



Parish Council Report September 2026

Cambs County Council

Unpaid Carers Support

Unpaid carers across Cambridgeshire are being invited to share their experiences to help shape the future of support services in the county. Cambridgeshire County Council is bringing together unpaid carers, people with lived experience, local organisations and others with an interest in supporting carers to design future Adult Carers Support Services.

The workshops will build on feedback already shared by carers and provide another opportunity for people to influence how support is delivered in the future

The council is keen to hear from people who provide care for family members, friends or neighbours, as well as young adult carers and others with experience of caring. Their insights will help ensure future services reflect the needs of carers and the people they support.

A series of workshops will take place between September 2026 and March 2027, giving participants the opportunity to help develop future service priorities, shape how services are delivered and contribute to wider commissioning plans. There is no expectation that people attend every session, with all involvement welcomed based on individual availability and interests.

The first workshop will take place on Friday 18 September 2026, from 10.30am to 12.30pm at Huntingdon Library. During the session, participants will explore priorities for future carers' services and help shape the outcomes they would like those services to achieve.

This work also supports The Big Conversation on Care, which launched on 29 July and is the largest public conversation about adult social care in a generation. It aims to give people across England a direct opportunity to influence the future development of a National Care Service and help shape how care and support will be provided for years to come. To learn more about The Big Conversation on Care and share your views, visit: www.caseycommission.co.uk/bigconversation/

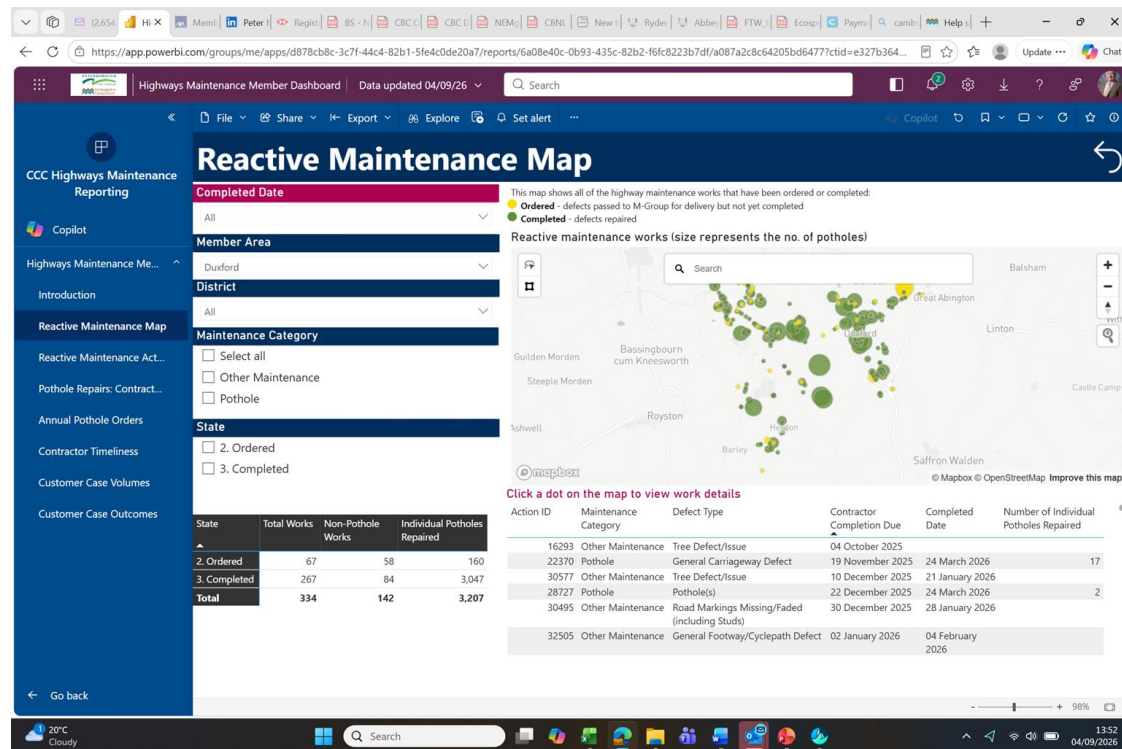
The council is committed to making the workshops accessible and inclusive. Anyone with accessibility requirements or communication needs is encouraged to discuss these when booking so that appropriate support can be provided.

Anyone interested in taking part, or who would like more information, can contact Commissioning.FPTeam@cambridgeshire.gov.uk.

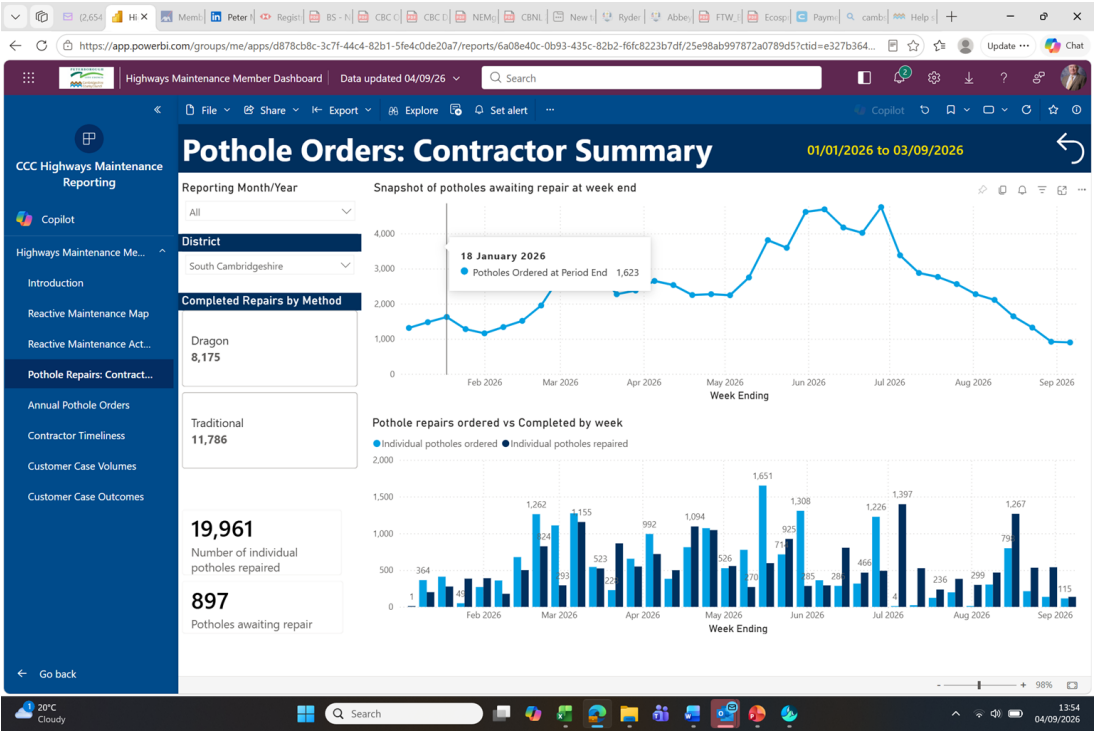
New Highways Dashboard

County Highways are developing a new dashboard for Members and for residents. The first stage for Members is being rolled out in September. It will allow Members to see what is happening in their Division.

Summary Dashboard for Duxford Division

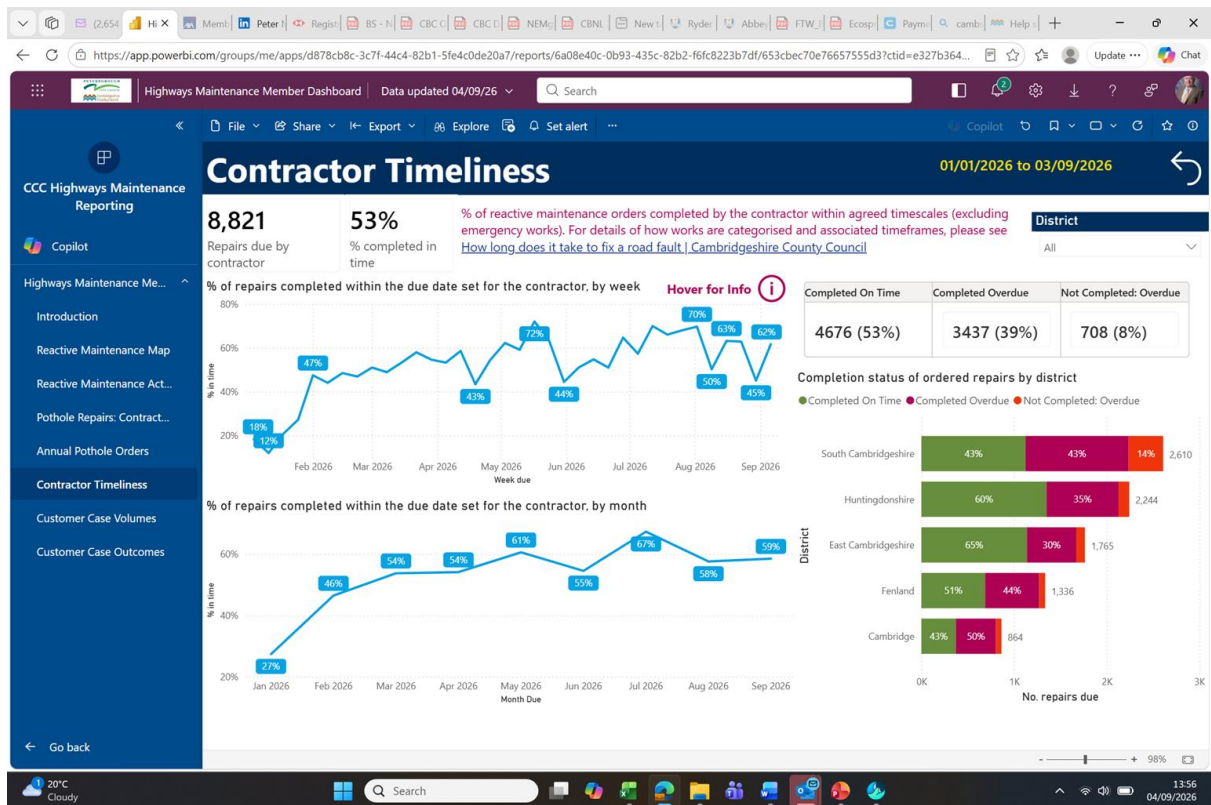


Pothole Contractor Status S Cambridgeshire



Contractor Performance

Please see Reactive Maintenance Chart at the start of this Report.



Case Outcomes