MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 24th NOVEMBER 2026 AT 7.00PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr G Fisher
Cllr L Fisher
Cllr R Fountain
Cllr E MacPherson
Cllr S Martin
Cllr M Wetherfield

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)
There were no members of the public present.

101. Apologies.

To receive and accept Apologies for Absence.

Cllr S Mortlock-Personal
Cllr C Norman-Personal
Cllr G Norman-Personal
Cllr J Neish-Personal
Cllr C Pearce-Personal
Resolved: That the apologies be accepted (Prop Cllr Whyte 2nd Cllr MacPherson) All in favour.

102. Declarations of Interest.

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

Clerk gave dispensation to all present to discuss the budgets and precept.

103. Minutes.

To confirm the Minutes of the Meeting held on 3rd November 2026.

Resolved: That the minutes of the Meeting held on 3rd November 2026 be signed as a true and correct record (Prop Cllr Whyte, 2nd Cllr MacPherson) 7 in favour, 1 abstention.

104. Receipts and Payments Account.

To note the half yearly receipts and payments as at 2nd November 2026.
Noted.

105. Grants and Donations.

To consider making a donation to the following organisations: -
(i) MAGPAS-donation
(ii) Citizens Advice bureau.-donation
(iii) East Anglia Air Ambulance – donation.

Resolved: That a donation of £50 is made to each of the following MAGPAS, Citizens Advice Bureau and East Anglia Air Ambulance in 2027/28 financial year. (Prop Cllr Martin, 2nd Cllr MacPherson) All in favour.

106 .Budgets.

106.1 To note the bank reconciliation as of 15th October 2026.
Noted

106.2 To review the budgets for 2026/27.
Attached as Appendix 1.

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Cllr Martin noted the proposed under spend which the Clerk explained.
Cllr G Fisher commented on the garden plot budget and the tree reserves.
Cllr Dyne spoke about the high reserve for tree works which the Clerk advised was to cover work recommended in a survey plus any emergency works.
Cllr Fountain spoke regarding the increase in reserves and suggested that these could be reduced to keep the budget cost neutral.
Cllr Dyne spoke to say that reviewing CIL should be a part of the budget setting process. Clerk spoke to state that the figure is shown in reserves and that the half yearly receipts and payment shows spending of £480 for this financial year. Chairman advised that the Council had resolved to provide £10,000.00 from CIL to the school for the MUGA and legal fees and purchase cost for the woodland. Cllr Dyne asked that they were made part of the process for the next financial year.

Resolved: The budgets were reviewed and agreed. (Prop Cllr Wetherfield 2nd Cllr Dyne) All in favour.

106.3 To set the budgets for 2027/28.
Attached as Appendix 2
A very lengthy debate took place of the budgets as presented.
Cllr Dyne felt that there may be some variances in the figures as presented amounting to approx. £2000.He also queried if the documents are legal or just part of the process.
Clerk advised that the documents are part of the papers so available to the public that they are reported to the external auditor, but the internal auditor does check as part of their audit.
Cllr Fountain reiterated his case for a cost neutral budget. This would involve taking £7000 from allocated reserves.
Cllr Wetherfield put the precept into context stating that the Parish precept is the 35 highest out of 200 in the County. Allowing for deduction of ring-fenced funds there is, in his opinion, potential to get to cost neutral. He felt that the additions to reserves could be reduced by £7000 to bring budget to cost neutral.
Cllr Whyte spoke to confirm that HDC has agreed that CIL could be used for payments such as replacement tractors and repairs/refurbishment of the cricket wicket.
Clerk spoke to say that her advice is that provision should be made to cover costs of fixed assets.
Cllr MacPherson spoke stating £7000 from reserves would be an easy solution.
Cllr Dyne said that “stealing” from reserves could lead to future problems as it could lead to a shortfall when needed. He stated that the Bank of England predict inflation in May 2027 @ 5% so an inflationary increase at current rate of 3.5% was perfectly reasonable.
Resolved: That £6420 is taken from allocated reserves leaving the following balances.
Tree survey work to be £18,000
Renewals & Maintenance £16000
Grounds equipment £28107.
Subject to the tax base being confirmed at 1109.4 this would give cost neutral budget.
(Prop Cllr Wetherfield 2nd Cllr Fountain) 4 in favour 4 against. Chairman used his casting vote against the proposal.
Cllr Dyne suggested reinstating interest received to 2026/27 levels to get to a cost of inflation increase.
Cllr Martin considered that the normal review of budget lines had not been carried out and that the meeting had gone off track.
Resolved; That an inflationary increase of 3.7% be approved then debate how this is to be achieved. (Prop Cllr Dyne 2nd Cllr L Fisher) 4 in favour 4 against. Chairman used his casting vote for the proposal.
Clerk confirmed that to achieve this £943.56 needs to be removed from the budget as presented.

107. Precept.
To agree the Precept figure for 2027/28.
Based on the above resolution Clerk spoke to state that the budget did include a provision to

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start the grounds equipment reserve again if tractors are purchased in the current financial year.

Resolved: That the grounds equipment reserve provision in appendix 3 be reduced from £5000 to £4000 and the precept be set at £153432 (Band D £138.30 a £4.12 p.a. increase subject to tax base confirmation). (Prop Cllr Martin, 2nd Cllr L Fisher) 5 in favour, 3 against

108. Items to report
None

Being no further business the meeting closed 9.05pm

Chairman
Date

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APPENDIX 1 **BUDGET REPORT as at 1/11/2026**

	Budget	Actual	Forecast	Expected spend	Notes
		Apr -1 Oct 31	Nov- Mch	2026/27	
ROUTINE EXPENDITURE					
General Administration	9000	4609	4350	8959	
Insurances	5500	5014	0	5014	
Audit Fees	1000	899	0	899	
Grounds Equipment -Running & maintenance	8250	2368	4892	7260	fuel/ tractor(s) services
Sundries	0	0	0	0	
S.137 Expenditure	500	0	23	23	poppy wreath
Millfields -Running Costs	8000	5299	3095	8394	electricity/safety checks
Recreation Grounds	3575	1418	1650	3068	RoSPA/Zipwire/leyllandi hedge
Parish Maintenance Work	5000	1558	3680	5238	cricket wicket/birch tree
Chairmans Allowance	300	150	150	300	
Churchyard reserve/memorials	2000	0	690	690	fencing
Cemetery & Churchyard & Garden Plots	6750	1894	1935	3829	Hedge
Street Lights	4000	1366	2500	3866	elec checks
Salaries	105000	64666	41334	106000	back pay/NI increrase
Election Expenses	3000	223	0	223	
Training and Development	1500	260	475	735	new cllr training/NALC
Common Land	3000	127	200	327	
Total Routine Expenditure	**166375**	**89851**	**64974**	**154825**	
PROJECT EXPENDITURE					
Village Hall	1	0	1	1	peppercorn rent
Youth Work	0	0	0	0	
Grounds/Office Equip reserve	10000	0	8000	8000	replacement x590
Traffic Calming	0	0	0	0	
Renewals and Maintenance	6000	297	5000	5297	reserves
AED	1000	0	870	870	Batteries&pads
CCC & HDC devolved functions	3000	0	3000	3000	LHI BID
Community engagement	500	0	400	400	christmas lights/tree
Tree survey work	7000	180	6000	6180	6k to reserves

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CIL	0	0	0	0	
legal fees	2500	0	0	0	paid from CIL
Trees St Johns churchyard	2000	480	0	480	
Total Project Expenditure	**32001**	**957**	**23271**	**24228**	
Grand Total	**198376**	**90808**	**88245**	**179053**	

ANALYSIS OF ESTIMATED PARISH COUNCIL FUNDS AT 1ST APRIL 2027

Parish Council Funds at 1/4/26	231886			
Fixed term bond	0			
Add: Estimated Income 1st November 26 to 31st March 2027				
Precept	0			
Garden Plots	27			
Burial Fees	786		2x burial/2x cremated remains	
Investment income	440			
Playing Field rent	0			
from allocated reserves	0			
Leases	1200			
CIL	0			
Other Income	1098		Eltisley PC office rent /petanque	
VAT refunds	0			
	3551	**228335**		
Less: Estimated Expenditure 31 October 26 - 31st March 2027		88245		
Estimated Parish Council Funds at 1 April 2027		**140090**		

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Allocated Reserves (Bals should budget be agreed)		24/25	25/26	26/27	27/28
Streetlights		1000	2000	1000	1000
New Allotments		13000	13000	13000	13000
Grounds and Office Equip		17023	13549	17549	31049
Renewals and Mainteance		9870	6675	12675	17675
VH Extension		0	0	0	0
CCC LHI BID		10319	10319	13319	16319
Tree survey work		10800	5883	11883	19783
CIL		142585	131940	88337	81518
Parish Plan		3000	3000	3000	3000
AED/Defibrillator		809	0	220	-59
garden plot deposits		1150	1250	1150	1200
Bus shelter maintenance		0	0	0	14592
Neighbourhood watch		158	158	158	158
General Reserve		43000	43000	43000	45000
		252714	230774	205291	**244235**
y/e bal					
Ring fenced balances					
NHW -	158	158	158	158	158
CIL	201155	142585	131940	88337	81518
Bus shelters					14152
Garden plot deposit	1050	1150	1250	1150	1200
Total	202363	143893	133348	89645	97028
bond- asset register	50000	85000	0		
		228893	133348		

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APPENDIX 2 **Budgets 2027/28**

ROUTINE EXPENDITURE					
ITEMS	**2026/27**	**2026/27**		**2027/28**	
	to date	projected	total 2026/27		
Street Lighting	1366	2500	3866	5000	Power £2700/Repairs £1k/testing remedial works £1300
Recreation Grounds	1418	1650	3068	3740	
Cemetery , garden plots & Churchyard	1894	1935	3829	6650	
Millfields - Running costs	5299	3095	8394	8650	
Ground Equipment -running costs	2368	4892	7260	8250	
General Parish Maintenance	1558	3680	5238	**5000**	
Salaries	64666	41334	106000	109000	
General Administration	4609	4350	8959	9000	
Insurances	5014	0	5014	6000	
Audit Fee	899	0	899	1000	
Chairmans Allowance	150	150	300	300	
S137 Expenditure & Sundries	0	23	23	500	
Training & Dev of staff and councillors.	260	475	735	2200	To reflect staff changes & associated training requirments.
Elections	223	0	223	0	
Common Land	127	200	327	2100	
Total Routine expenditure	**89851**	**64284**	**154135**	**167390**	
Other Expenditure					
Youth Work	0	0	0	0	
Village Hall	0	1	1	1	
Grounds /Office Equipment Reserve	0	6000	6000	4000	replacement of amenity tractor.c40k
CCC &HDC Devolved functions	0	3000	3000	0	
Renewals and Maintenance of assets	297	4200	4497	3000	
Allotments	0	0	0	0	
Parish Plan/Annual report/NH Plan	0	0	0	0	

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Tree survey work/env committee	180	6000	6180	5000	
Giffords Park	0	0	0	0	
Data protection (GDPR)	0	0	0	0	
CIL	0	0	0	0	
Legal fees/QS/Architect fees	0	0	0	0	paid from CIL
AED	0	870	870	500	2 batteries VH 4/28 Millfields 1/28
St.John's churchyard	480	690	1170	2000	
Elections	223	0	223	0	
Community Engagement Project	0	400	400	500	
Total	**1180**	**21161**	**22341**	**15001**	
	91031	**85445**	**176476**	**183391**	
Estimated Income					
Interest received	5017	440	5457	5000	
Garden plot Rent	1184	27	1211	1247	
Rent of Millfields	**3040**	0	3040	**3231**	
Village Hall Lease rent	**0**	1	1	**1**	
Other Lease Income	**96**	0	96	**108**	bowls/tennis
Burial Fees	**3054**	786	3840	**4200**	
CIL	**0**	0	0	**0**	
office rent (eltisley)	**533**	533	1066	**1100**	
Bus shelters (ccc)	**14592**	0	14592	**0**	to reserves ring fenced for maintenance s106
Other Income	**1319**	460	1779	**500**	
Total	**28835**	**2247**	**31082**	**15387**	
Total Budget Expenditure					
Routine Expenditure			154669	167390	
Other Expenditure			23141	15001	
TOTAL BUDGET			**177810**		
				182391	
CIL				**81518**	as at 1/11/26
Add General Reserve				**45000**	See Audit Comment on this. Should be £42K minimum on 100k of precept
TOTAL FUNDS REQUIRED				**308909**	
Less					
Parish Council Funds - B/F				**140090**	

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From Estimated Income (NOV-Mar)				**15387**	
Sub Total				**153432**	
From reserves				**0**	
Precpt required				**153432**	Band D £138.30
					Increase of £4.12p.a or 0.08p /week or 3.1%
24/25 tax base 1105.3					
25/26 tax base 1101.6					
26/27 tax base 1109.4					
27/28 tax base 1109.4					
Tax base not confirmed. Not aware of any new homes in past 12 months so using 26/27 figure.1109.4					

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Report for Holywell-cum-Needingworth Parish Council – 1 December 2026

Alex Bulat, County Councillor, St Ives South and Needingworth

This report is a summary of my activity since the last meeting on 3 November 2026. If you'd like to discuss specific issues or casework, please do raise this in the meeting or drop me an email on alex.bulat@cambridgeshire.gov.uk

Meetings and Committees

- No full council meeting this month at CCC. The next one is on the 15th of December – I submitted a motion on the busway safety works delays and the planned cuts in the timetable from January. This is on the agenda for December, alongside the re-submitted motion on ECHP delays I have done last month but ran out of time for debate.
- A Highways and Transport meeting was scheduled for 1 December 2026 but the administration has cancelled it. The next one will be in January. I have been raising awareness that the highways contract extension was only signed and in force from November, despite the council informing residents that new financial penalties were in place over the summer. The council updated its summer press release, but no further communication was sent to residents to correct this.
- Attended Floods and Coastal Committee (RFCC) as one of the 3 CCC representatives on 19 November. This was an additional meeting to review new projects proposed.

Local issue updates

- Brownshill sluice – I have a visit planned with the Environmental Agency on 30 November to see the works there and have an opportunity to ask further questions on this as well as St Ives sluice.
- Bramley Avenue street light – I chased this after a resident highlighted it with me, they had issues with establishing the electrical connection with the contractor which causes the delay.
- On local issues, I spent quite a lot of time on the Capital & Centric debacle at the district. This month saw overview & scrutiny opposition members putting the report on the cabinet's agenda. On 24 November, the cabinet "noted" the officer report which recommended against progressing developing on the Cattle Market car park and other car parks in Huntingdon and St Neots. Thanks to all residents who engaged on this, for now the proposals are off the table, but there is still an independent investigation to follow in the new year.

Other engagements

- Attended Young Farmers AGM as CCC representative on 18 November.
- Attended ArtsFest in St Ives on 21 November.
- Attended further working groups on the LHI process.
- Attended Young Councillors LGA training weekend on 28-29 November.

Councillor surgeries

- November surgeries done on 26 November at Chatters and 21 November at St Ives Library.
- December surgeries: Saturday 12 December 11-12 at St Ives library and Thursday 17 December 12-1 at Chatters.

Upcoming meetings in December

- 3 December: meeting with Cllr David Keane and Mayor Paul Bristow to discuss A141 and St Ives Improvements project next steps and remaining residents concerns.
- 15 December: full council CCC.

MINUTES OF PLANNING AND FINANCE/AUDIT COMMITTEE HELD ON TUESDAY 17th NOVEMBER 2026 AT 7.00PM at MILLFIELDS PAVILLION MILL WAY NEEDINGWORTH

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr L Fisher
Cllr G Fisher
Cllr R Fountain
Cllr E MacPherson
Cllr S Mortlock
Cllr C Pearce
Cllr M Wetherfield

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)
No members of the public.

43. To Receive Apologies for absence.
    Cllr J Neish-Personal
    Cllr S Martin-Personal
    Cllr C Norman-Personal
    Cllr G Norman-Personal
    Resolved: That the above apologies be accepted. (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour.
44. To approve the minutes of the meetings held on 20th October 2026.
    Resolved: That the minutes of 20th October 2026 be signed as a true and correct record. (Prop Cllr Whyte, 2nd Cllr MacPherson) All in favour.
45. To note declarations of interest relating to items on the agenda.
    Cllr Pearce – item 47.3 pecuniary wife is member of staff.
46. Public Forum.
    To allow any member of the public to address the council on matters on the agenda. Time Allowed 10 minutes.
    None
47. Finance & Risk.
    47.1 To approve payments made within Clerk delegated powers.
    Resolved: That payment Neil Craig, Lights Millfields, Inv. No. 1763 - £230.00 be approved. (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour
    47.2 To approve accounts for payment on 19th November 2026.
    Resolved: That payment of the following be approved KTS computers, IT support, Inv. No. 260895 - £94.89, RBL, Poppy wreath - £23.00, CAPALC Inv 6445 - £32.00 Totalling £149.89 (Prop Cllr Whyte, 2nd Cllr MacPherson) All in favour

Cllr Pearce left the meeting 7.04pm

    47.3 To approve salaries & HMRC for payment on 24th November 2026.
    Resolved: Those salaries and HMRC for November 2026 Salaries - £6964.36 HMRC - £2344.10 Total: £9308.46 be approved (Prop Cllr Whyte, 2nd Cllr MacPherson) All in favour

Cllr Pearce returned to the meeting 7.05pm

    47.4 To approve Clerk & Assistant Clerk attendance at HDC Parish Forum on 26th November 2026.
    A discussion took place around the fact that both staff attending would mean that the office would have to be closed.
    Cllr Wetherfield expressed his opinion that the office could close for 1 day.

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Cllr Whyte was concerned that this would mean that telephones, enquiries etc. would not be answered.
Clerk spoke to explain that originally the forum was to have been held in August on the subject of LGR but as this has been delayed a new agenda has been issued.
Cllr Dyne asked that a report on the day be made available.
Resolved: That the Clerk attend but that the Assistant Clerk remain at the office. (Prop Cllr Fountain, 2nd Cllr Mortlock) 8 in favour 1 abstention.

47.5 To consider quotes for electrical testing of Parish streetlights.
Clerk advised that similar to electrical PAT testing of appliances Street lights are expected to be tested every 6 years.
4 companies approached but only 2 quotes received.
Resolved: That the quote from Balfour Beatty be accepted (Prop Cllr MacPherson, 2nd Cllr Wetherfield) All in favour

48. Planning.

48.1 To consider the following planning applications **received:**

(i) Application ref: CCC/26/096/VAR
Creation of wetland habitat following excavation and processing of sand and gravel. Informative: Section 73 planning application to vary planning conditions A18 & A19 (Routing Agreement) of planning permission CCC/25/082/VAR to allow an exemption for 10 HGV movements per day to use the A1123 between Needingworth and Stretham.
Needingworth Quarry Bluntisham Road Needingworth PE27 4TA
Cllr MacPherson considered that the detour was exceptionally circuitous St Ives TC had approved but then they are not affected directly.
Cllr Mortlock had personally witnessed Brice cement lorry turning right so the condition is not being adhered to. She understood that cement lorries need to work to tight time schedules. In her opinion more lorries are leaving the site than are referred to in the report.
Cllr Fisher considered this a stipulation from highways to protect the villages of Bluntisham and Earith and that has not changed, an increase in lorries turning right will affect those villages.
Cllr Dyne considered that additional traffic on the roads past Earith may force CCC Highways to carry our resurfacing which is much needed.
Resolved: That the application be supported (Prop Cllr Dyne, 2nd Cllr Fountain) 4 in favour 5 against.
Chairman went to move onto next agenda item.
Cllr Wetherfield made a point of order, that no decision had been made.
Resolved: That the application be objected to. (Prop Cllr Mortlock, 2nd Cllr Macpherson) 5 in favour 4 against.

49. Correspondence:
To receive the following correspondence and agree any actions:
(i) To note the change of ownership – Fuel Genie and the change to the Direct Debit.
. **Noted.**

50. Items to report.
- Cllr Dyne reported fly tipping Meadow Lane. He will report this to HDC.
- Clerk provided feedback on highways faults logged with CCC in August. Most have been actioned 2 relating to the flood bank are recorded as being on private land. Cllr Dyne reported that they are rectified anyway.

Being no further business the meeting closed at 7.25pm

Chairman
Date

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MINUTES OF THE ENVIRONMENT COMMITTEE HELD ON
TUESDAY 17th NOVEMBER 2026 AT 7.30 PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr G Fisher
Cllr C Pearce
Cllr M Wetherfield

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)
G Driscoll -PECT 7.35pm onwards
There were no members of the public present.

27. To receive Apologies for Absence.
    Cllr S Martin-Personal
    Cllr C Norman- Personal
    Cllr G Norman- Personal
    Resolved; That the apologies be accepted (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour.

28. To Receive Declarations of Interest relating to items on the agenda.
    None.
29. To approve Minutes of Meeting held on 15th September 2026.
    Resolved: That the minutes of 15th September 2026 be signed as a true and correct record. (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour.
30. Public Forum.

    To allow any member of the public to address the council on matters on the agenda.
    Time Allowed 10 minutes.
    None
31. To receive a presentation on "CCC Nature Recovery from the Ground Up project" and agree next steps. (max time 15 mins)
    Taken out of order after item 32(i)
    A brief background to the organisation was provided explaining that they are funded by CCC to deliver this project. The aim is to develop nature recovery plans which are community led.
    It is a well-established programme with resources to assist with flood planning, climate change and nature recovery.
    At this stage PECT would like to hold an event to share what is already happening and to see what can be done. Holywell school have already been approached and are on board.
    - Questions:
      Chairman asked if Council have to organise a meeting and advertise the event.

    Ms Driscoll confirmed that a provisional booking of the village hall had been made for Saturday 16th January 10am-noon. Help with covering the cost of hire would be appreciated.
    Cllr Dyne stated a what's app poll of Holywell residents had identified 9 residents who would attend and 6 possibles.
    He went on to say that the villages are surrounded by farmland and that access to land is not permitted.
    Ms Driscoll confirmed that her team will be present and run the event but that help with advertising would be appreciated.
    Cllr Pearce stated that it may be an opportunity to get Overcote Fen revamped.
    Resolved: To support the proposed meeting on 16th January 2027.To assist with promotion of the event. To discuss waiver of fee for hire of hall with VHT or look to cover costs. (Prop Cllr Dyne, 2nd Cllr Wetherfield) All in favour.

32. Garden plots:
    32.1 To receive an update on general matters relating to the garden plots and agree actions.
    Written report provided.

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A discussion took place regarding the request from a plot holder to cut back/down 2 trees affecting her plot.

Resolved: That Clerk obtain quotes for crown lift of the 2 trees in question and also a price for removal (Prop Cllr Whyte, 2nd Cllr Fisher) All in favour.

32.2 To consider renewal of wildflower plot tenancy on a no fee basis and decide if this agreement needs to remain on annual renewal.

Resolved: That the agreement be renewed on an ongoing basis free of charge subject to the conditions within the lease. (Prop Cllr Pearce, 2nd Cllr Dyne) All in favour.

32.3 To consider quotes for replacement fencing on Eastern boundary

Clerk approached 4 companies, 2 quotes received.

Cllr Fisher said he could not see where the committee had agreed to look at replacing the fencing. Chairman confirmed Clerk had been asked to obtain quotes.

Discussion took place over contractors' requirement that plot holders remove all items form the fence line to provide access.

The debate also covered the need for the work, matter of stray dogs, and pest control.

Cllr Fisher felt a better option would be to provide a line of compost bins which would also act as a boundary fence. Cllr Dyne felt there was merit in the suggestion.

Cllr Wetherfield spoke to say that there was not a clear "right" idea and maybe further conversation with plot holders before taking a decision was the way forward.

Resovled: That the quote from Gilks fencing £7876.79 be accepted subject to plot holders agreeing to clear their items from the boundary line. (Prop Cllr Whyte, 2nd Cllr Dyne) 3 in favour, 2 against.

33. Cemetery.

33.1 To consider quotes for annual maintenance of conifer hedge.

3 quotes provided.

Resolved: That the quote from Atlas tree surgery for £1440 including VAT be accepted (Prop Cllr Whyte 2nd Cllr Fisher) All in favour.

34.Engineers Wood/Falklands Walk

(i) To consider quotes for removal of dead Silver Birch tree

3 quotes provided.

Resolved: That the quote from Atlas tree surgery for £360 including VAT be accepted (Prop Cllr Whyte, 2nd Cllr Pearce) In favour.

35. Correspondence.

(i) To note the Flood & Water newsletter.

Noted

(ii) To note the newsletter Nature recovery – from the ground up.

Noted

(iii) To consider the Greentime17 initiative and agree any actions.

Noted

Resolved: No action be taken at this time (Prop Cllr Wetherfield, 2nd Cllr Whyte) All in favour.

36. Items to report.

- **None**

There being no further business the meeting closed at 8.20pm.

Chairman Date

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MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 17th NOVEMBER 2026 AT 8.30PM AT MILLFIELDS PAVILION

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr E MacPherson
Cllr S Mortlock
Cllr C Pearce

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)
No members of the public.

206. To receive apologies.
Cllr J Neish – Personal
Resolved: That the above apologies be accepted (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour

207. To receive Declarations of Interest relating to items on the agenda.
None

208. To approve non confidential minutes of the meeting held on 20th October 2026.
Resolved: That the non-confidential minutes of the meeting held on 20th October 2026 be signed as a true and correct record (Prop Cllr Whyte, 2nd Cllr MacPherson) 3 in favour, 2 abstentions.

209. To approve payment of December 2026 salaries on 18th December 2026.
Resolved; That December salaries are paid on 18th December 2026 (Prop Cllr Mortlock, 2nd Cllr MacPherson) All in favour.

210. To resolve to close the remainder of the meeting to the public due to the confidential nature of the business to be discussed.
Resolved: That due to the confidential matter of items to be discussed that the meeting is closed to members of the public (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour

Meeting closed 8.37pm

211. To approve confidential minutes of the meeting held on 20th October 2026

212. To note that the staff appraisals for 2026 have now been completed a full report will be on a future agenda.
Item taken out of order after item 209.
Noted

213. To consider the following staff matters:
(i) To note the resignation of the groundsman.
(ii) To approve job descriptions for groundsman and assistant groundsman.
(iii) To consider a way forward including possible recruitment and/or outsourcing.
(iv) To consider staffing during December and any resulting financial implications.

.

214. To approve HR budget for financial year 2027/28.

Meeting reopened 9.25pm

No members of the public return.

Being no further business meeting closed 9.26pm Chairman Date

DRAFT

CLERK'S REPORT

Tuesday 1st December 2026
Meeting Dates: –
Full Council – 5th January 2027
Committees -15th December – Planning & Finance, Leisure Facilities, Consultation. HR

Items to report.

- Zip wire service carried out by OLP 5/11/26
- Green bin subscriptions are increasing to £57.50 for period 1/4/27-31/3/28. This will affect the cemetery Mill Way which is paid via Direct Debit.

Payments made within Clerks delegated powers.

20/11/26 Bank transfer £10,000.00 from PSR to Co-Op current account

Total: £10,000.00

Payments for 1st December 2026 to be paid on 3rd December 2026

OLP, Zip wire service, Inv. No. SI-00005003 - £704.88

ESPO, Bin bags & A4 paper, Inv. No. 8231710 - £119.70

CAPALC Councillor Training - HR & Planning, Inv. No. 6468 - £100.00

Balfour Beatty, Streetlight electricity testing & inspection, Inv. No.206364 - £924.48

Total: £1849.06

Holywell-cum-Needingworth PC

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
198	Maintence Work	04/11/2026		Co-op current accoui	DDR - CoB	Weed control membrane	Amazon Business EU S.a.r.	S	34.17	6.83	41.00
											41.00
199	fuel	04/11/2026		Co-op current accoui	DDR	Fuel for October	Fuel Genie	S	138.48	27.70	166.18
											166.18
202	replacement parts	04/11/2026		Co-op current accoui	Online transfer	Trimax repair	Baxters Tractors	S	75.00	15.00	90.00
											90.00
195	Millfields electricity	04/11/2026		Co-op current accoui	DDR	Electricity to Millfields	Scottish Power	S	330.76	66.15	396.91
											396.91
200	Website Charges	04/11/2026		Co-op current accoui	Online transfer	Website monthly charges	Core Synergy Limited	S	30.00	6.00	36.00
											36.00
196	(SL)Electricity charge	04/11/2026		Co-op current accoui	DDR	Street Light Energy charge	British Gas	Z	204.24		204.24
											204.24
197	Pension	04/11/2026		Co-op current accoui	DDR	Employer fee	Cushon MT Limited	S	20.00	4.00	24.00
											24.00
204	General Maintenance	09/11/2026		Co-op current accoui	DDR - CoB	No dogs sign for cemetery	Safety First Display Ltd	S	7.69	1.54	9.23
											9.23
205	Christmas Fair/tree	09/11/2026		Co-op current accoui	DDR - CoB	sweets & raffle prize for Xmas	Morrisons Supermarkets pl	Z	18.80		18.80
205	Millfields other maintenance	09/11/2026		Co-op current accoui	DDR - CoB	sweets & raffle prize for Xmas	Morrisons Supermarkets pl	S	4.17	0.83	5.00
											23.80
203	postage	09/11/2026		Co-op current accoui	DDR - CoB	2nd class stamps	Post office	Z	21.84		21.84
											21.84
8	Rates to HDC	15/11/2026		Co-op current accoui	DDR	Cemetery rates	HDC	Z	42.00		42.00
											42.00
206	Website Charges	23/11/2026		Co-op current accoui	Online transfer	Website monthly charges	KTS Computers Ltd	S	79.08	15.81	94.89
											94.89
207	Millfields other maintenance	23/11/2026		Co-op current accoui	Online transfer	Supply & fit 3 x bulkheads Millf	Neil Craig	Z	230.00		230.00
											230.00
208	Poppy Wreath for war memoria	23/11/2026		Co-op current accoui	Online transfer	Poppy Wreath for war memoria	Royal british legion	Z	23.00		23.00
											23.00
211	Salaries	23/11/2026		Co-op current accoui	Online transfer	Salary	Staff	Z	6,954.46		6,954.46
											6,954.46
210	Tax & NI	23/11/2026		Co-op current accoui	Online transfer	Tax and NI	HMRC	Z	2,344.10		2,344.10
											2,344.10
209	Staff Training	23/11/2026		Co-op current accoui	Online transfer	Standards in Public Life training	CAPALC	Z	32.00		32.00
											32.00
211	Mileage	23/11/2026		Co-op current accoui	Online transfer	Salary	Staff	Z	9.90		9.90
											9.90
212	Pension	23/11/2026		Co-op current accoui	DDR	Pension contributions - Novemb	Cushon MT Limited	Z	282.33		282.33
											282.33

Holywell-cum-Needingworth PC

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
213	Telephone & Internet	23/11/2026		Co-op current accou	DDR	Telephone & Internet charge	BT	S	65.45	13.09	78.54
											78.54
214	(SL)Electricity charge	24/11/2026		Co-op current accou	DDR	Street Light Energy charge	British Gas	Z	129.16		129.16
											129.16
215	Millfields electricity	25/11/2026		Co-op current accou	DDR	Electricity to Millfields	Scottish Power	S	436.97	87.39	524.36
											524.36
216	Millfields other maintenance	25/11/2026		Co-op current accou	DDR - CoB	Fan heater	Morrisons Supermarkets pl	S	20.00	4.00	24.00
											24.00
								Total	**11,533.60**	**248.34**	**11,781.94**

Village Hall booking for “Nature recovery meeting” 16th January 2027.

Message from Gemma Driscoll:

Thank you for offering to book the small hall - please can we go ahead for Saturday 16th Jan 9am to 1230pm? We'd aim to run the event from 10am - midday, with time either side for set up and pack up.

I have contacted bookings clerk for the village hall and if the booking is in the name of the Parish Council it will be charged at “local” rate £7/hour.

Council needs to resolve to pay the fee £24.50.

BUDGET REPORT 1st December 2026

Comments cover period: 27th October 2026- 24th November 2026

Income:

No comments to be reported

Payments:

S137 - £23 poppy wreath

All budget lines in order

Total payments for the year to date £101732.11(Net)

Total income year to date £176891.57 (Net)

Holywell-cum-Needingworth PC
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Audit Fees			0.00 (N/A)	1,000.00	898.54	101.46 (10%)	101.46
CCC/HDC devolved functions			0.00 (N/A)	3,000.00		3,000.00 (100%)	3,000.00
Cemetery	3,895.00	3,054.00	-841.00 (-21%)	8,550.00	2,140.10	6,409.90 (74%)	5,568.90
Chairman's Allowance			0.00 (N/A)	300.00	150.00	150.00 (50%)	150.00
Common Land			0.00 (N/A)	3,000.00	127.00	2,873.00 (95%)	2,873.00
Community Engagement Project			0.00 (N/A)	1,500.00	28.80	1,471.20 (98%)	1,471.20
Community Infrastructure Levy			0.00 (N/A)		420.00	-420.00 (N/A)	-420.00
Diamond Jubilee			0.00 (N/A)			0.00 (N/A)	0.00
Election costs			0.00 (N/A)	2,000.00	222.58	1,777.42 (88%)	1,777.42
Garden Plots	1,103.00	1,183.50	80.50 (7%)	1,100.00	276.12	823.88 (74%)	904.38
GDPR			0.00 (N/A)			0.00 (N/A)	0.00
General Admin	1,000.00	533.27	-466.73 (-46%)	11,125.00	4,374.95	6,750.05 (60%)	6,283.32
Giffords Park			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)			0.00 (N/A)	0.00
Grounds Equipment - purchase			0.00 (N/A)	10,000.00		10,000.00 (100%)	10,000.00
Grounds Equipment - running			0.00 (N/A)	7,550.00	2,581.72	4,968.28 (65%)	4,968.28
Insurance			0.00 (N/A)	5,500.00	5,013.69	486.31 (8%)	486.31
Interest Earned	3,500.00	5,016.67	1,516.67 (43%)			0.00 (N/A)	1,516.67
Leases	51.00	95.74	44.74 (87%)	1.00		1.00 (100%)	45.74
Millfields	3,421.00	3,039.72	-381.28 (-11%)	8,000.00	5,863.64	2,136.36 (26%)	1,755.08
Miscellaneous			0.00 (N/A)	2,500.00		2,500.00 (100%)	2,500.00
Other Income	960.00	1,264.52	304.52 (31%)			0.00 (N/A)	304.52
Parish Maintenance Work			0.00 (N/A)	5,000.00	1,577.78	3,422.22 (68%)	3,422.22
Precept	148,012.00	148,012.00	0.00 (N/A)			0.00 (N/A)	0.00
Recreation Grounds			0.00 (N/A)	3,250.00	1,418.26	1,831.74 (56%)	1,831.74
Renwals and Refurbishment		14,592.15	14,592.15 (N/A)	6,000.00	297.00	5,703.00 (95%)	20,295.15
Riverbank Project			0.00 (N/A)			0.00 (N/A)	0.00
S137			0.00 (N/A)	500.00	23.00	477.00 (95%)	477.00
Salaries			0.00 (N/A)	106,000.00	74,276.89	31,723.11 (29%)	31,723.11
Street lighting		50.00	50.00 (N/A)	4,000.00	1,570.04	2,429.96 (60%)	2,479.96
Training & Development		50.00	50.00 (N/A)	1,500.00	292.00	1,208.00 (80%)	1,258.00
Tree Survey Work			0.00 (N/A)	7,000.00	180.00	6,820.00 (97%)	6,820.00
VAT refund			0.00 (N/A)			0.00 (N/A)	0.00
Village Hall			0.00 (N/A)			0.00 (N/A)	0.00
Village Hall Extension			0.00 (N/A)			0.00 (N/A)	0.00
Youth Work			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	**161,942.00**	**176,891.57**	**14,949.57 (9%)**	**198,376.00**	**101,732.11**	**96,643.89 (48%)**	**111,593.46**

Total for ALL Cost Centres	176,891.57	101,732.11
V.A.T.	5,184.21	3,240.03
GROSS TOTAL	**182,075.78**	**104,972.14**

Holywell-cum-Needingworth PC

Prepared by: Jackie Date: 24/11/26

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 02/11/2026

	Cash in Hand 01/04/2026			231,886.37
	ADD			
	Receipts 01/04/2026 - 02/11/2026			180,665.58
				412,551.95
	SUBTRACT			
	Payments 01/04/2026 - 02/11/2026			93,783.72
A	**Cash In Hand 02/11/2026** (per Cash Book)			**318,768.23**
	Cash in hand per Bank Statements			
	Cash	02/11/2026	0.00	
	Co-op current account	02/11/2026	28,060.81	
	Co-op Public Sector Reserve Acco	02/11/2026	66,187.67	
	CBS Bond - 6 month	02/11/2026	11,719.98	
	CBS - Easy Access	02/11/2026	26,518.59	
	CBS - 90 day notice	02/11/2026	11,849.40	
	CBS - Notice Saver	02/11/2026	12,197.38	
	garden plot deposits	02/11/2026	1,200.00	
	Redwood Bank	02/11/2026	50,839.03	
	Cambridge and Counties	02/11/2026	60,000.00	
				268,572.86
	Less unpresented payments			130.68
				268,442.18
	Plus unpresented receipts			50,326.05
B	**Adjusted Bank Balance**			**318,768.23**

A = B Checks out OK

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The co-operative bank
co-operativebank.co.uk/business

*phone 03457 213 213

053854 PDOEA03-20261031-82542-004161

MISS J A BOWD
Holywell-Cum-Needingworth Pc
Needingworth Village Hall
Overcote Lane
Needingworth St Ives Cambs
PE27 4TU

6 NOV 2026

*****

Charity And Community Bank Account

Summary

Account title
OLYWELL-CUM-NEEDING
VORTH PARISH COUNCIL

Sort code
089299

Account number
65354364 00

Statement date
30 October 2026

Statement number
399

Page number
1 of 1

atement opening balance
39,653.87

Total withdrawals
12,098.06

Total deposits
505.00

tatement closing balance
28,060.81

International Bank Account Number
GB96 CPBK 0892 9965 3543 64

ank Identification Code
CPBK GB22

eposits* into this count are eligible for e Financial Services ompensation Scheme SCS). More formation can be und overleaf.

or further information out the compensation ovided by the FSCS, refer the FSCS website at w.FSCS.org.uk'

Date	Description	Withdrawals	Deposits	Balance
15 OCT 26	**OPENING BALANCE**			**39,653.87**
16 OCT 26	Catherine Quy ALLOMENT - C QUY		#71 ✓ 27.00	39,680.87
19 OCT 26	DD BRITISH GAS BUSINE 604279781110226000	#172 ✓ 181.90		
19 OCT 26	Stephen Wootley PLOT 18		#72 ✓ 51.50	
19 OCT 26	F W Cook Funeral S 10/26		#73 ✓ 279.00	39,829.47
20 OCT 26	CAPALC INV REFUND		#74 ✓ 50.00	39,879.47
21 OCT 26	Sarah Gibbons GIBBONS PLOT 22A		#75 ✓ 27.00	39,906.47
22 OCT 26	Stark building mat 3402/01315573	#188 ✓ 23.80		
22 OCT 26	Stark building mat inv3402/01315527	#189 ✓ 33.64		
22 OCT 26	BAXTERS TRACTORS L si-219	#185 ✓ 485.29		
22 OCT 26	KTS COMPUTERS LTD 260763	#187 ✓ 94.89		
22 OCT 26	EASTERN SHIRES PUR 8203472	#186 ✓ 33.72		
22 OCT 26	Sarah Gibbons GIBBONS PLOT 22A		#75 ✓ 24.50	39,259.63
23 OCT 26	[redacted] Salaries #190 ✓ [redacted] £10,704.83			
23 OCT 26				
23 OCT 26				
23 OCT 26				
23 OCT 26				
23 OCT 26	HMRC 126pq00116959	#191 ✓ 2,968.19		28,554.80
27 OCT 26	DD CUSHON MT TRUSTEE CU020977100503921	#184 ✓ 337.61		28,217.19
28 OCT 26	DD BCARD COMMERCIAL 800009397421II9294	#173, 180, 181, 183 ✓ 202.38		
28 OCT 26	Ronald Meadows PETANQUE OCT		#77 ✓ 46.00	28,060.81
	Statement closing balance			**28,060.81**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

860105385400010001

The co-operative bank
co-operativebank.co.uk/business

*phone 03457 213 213

024898 PDOEA03-20261103-85054-002384

MISS J A BOWD
Needingworth Village Hall
Overcote Lane
Needingworth
St Ives Cambridgeshire
PE27 4TU

-6 NOV 2[illegible]

35200 C

Charity And Community Bank Account

Summary

Account title
GARDEN PLOTS

Sort code
089299

Account number
65833966 00

Statement date
2 November 2026

Statement number
25

Page number
1 of 1

Statement opening balance
1,250.00

Total withdrawals
50.00

Total deposits
0.00

Statement closing balance
1,200.00

International Bank Account Number
GB51 CPBK 0892 9965 8339 66

Bank Identification Code
CPBK GB22

posits° into this count are eligible for Financial Services mpensation Scheme SCS). More ormation can be ind overleaf.

r further information out the compensation vided by the FSCS, refer he FSCS website at w.FSCS.org.uk'

Date	Description	Withdrawals	Deposits	Balance
26 AUG 26	**OPENING BALANCE**			**1,250.00**
8 OCT 26	CHRISTOPHER LAMONT Deposit refund	#178 ✓ 50.00		1,200.00
	Statement closing balance			**1,200.00**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Holywell-cum-Needingworth PC

Uncashed payments\transfers out (All banks)

(Upto 02/11/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
201	28/09/2026	Online transfer	Pansies for the VH planters	24.35	Co-op current account
182	19/10/2026	DDR	Telephone & Internet charge	70.74	Co-op current account
192	26/10/2026	502245	Refund overpayment of garden plot r	24.50	Co-op current account
194	28/10/2026	DDR - CoB	Securing Pegs	11.09	Co-op current account
			Total----------	130.68	

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Holywell-cum-Needingworth PC

Uncashed receipts\transfers in (All banks)

(Upto 02/11/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
60	07/10/2026		Interest earned	326.05	Co-op Public Sector Rese
143548	08/10/2026		Transfer from Co-op current account	50,000.00	Co-op Public Sector Rese
			Total----------	**50,326.05**	

Created by Scribe

Play area horse.

Advertised in September 2024 – The Villager.



Metal horse from children's play area, purchased from Wicksteed in 2001.

In need of refurbishment and a spring or stand.

Extremely heavy, buyer to collect only.

Can be viewed by arrangement.

Open to offers.

Please contact Parish Clerk, Holywell -cum-Needingworth Parish Council. Tel: 01480468451

At the time no offers received.

Parish Clerk has received an offer of £40.00 16/11/26

For consideration:

Is the offer accepted.

Eltisley Prish Council office rent. Item 118.9

Current rent £970.08 for the year.

Council resolved August 2026 to charge leases etc @ September CPI which was 3.8%

Based upon this the rent would increase to £1005.00p.a or £251.25/quarter.

For resolution:
Does Council wish to implement the 3.8% increase.

Planning
1stDecember 2026

Plans are available on the website www.huntsdc.gov.uk through the planning portal and can be searched using reference number or address.

Reference: 26/02131/HHFUL
Proposed erection of single storey rear extension and part side/front single storey extension including demolition of existing garage.

Site Address: 33 Bramley Avenue Needingworth St Ives

Considerations:-

- Neighbours
- Building line

Scale: 1:1250

0m 12.5 25 37.5 50 62.5m 125m

Scale: 1:200

0m 2 4 6 8 10m 20m

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ALL WORKS TO COMPLY WITH CURRENT CDM REGULATIONS AS APPROPRIATE, IT IS THE CLIENTS RESPONSIBILITY TO FULLY COMPLY WITH THE CDM 2015 REGULATIONS AND THE BUILDING SAFETY ACT 2022, INCLUDING APPOINTING A PRINCIPAL DESIGNER AND PRINCIPAL CONTRACTOR FOR PROJECTS WITH MORE THAN ONE CONTRACTOR ON SITE.

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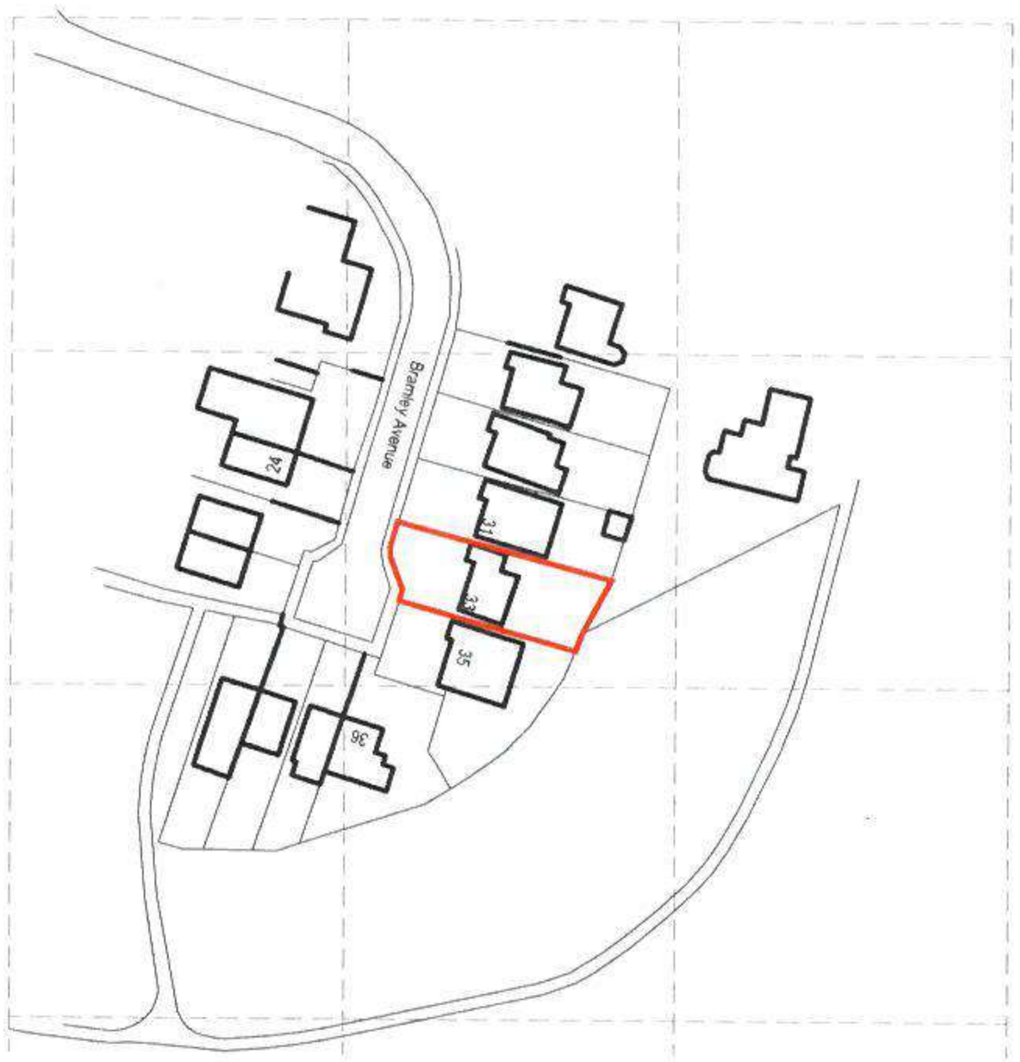
North



Location Plan 1:1250



Existing Block Plan 1:200

arb Architects Registration Board

L Bevens Associates Architects Ltd
The Doghouse
10 Cricketers Way
Chatteris
Cambridgeshire
PE16 6UR
Tel: 01354 693969
Mob: 07739 562618
Email: enquiries@lbevens-associatesltd.co.uk
Web: www.lbevens-associatesltd.co.uk

L BEVENS Associates Ltd

DRAWING STATUS: PRELIMINARY ☐ CONSTRUCTION ☐ PLANNING ■ FILE COPY ☐

CLIENT: Mr and Mrs S Peck

PROJECT: 33 Bramley Avenue, Needingworth, Huntingdon, Cambridgeshire

DRAWING TITLE: Location Plan, Existing Block Plan

SCALE	DATE	DRAWN	CHECKED
1:1250 & 1:200 @ A3	October 2026	LB	

DRAWING NUMBER: CH26/LBA/743/EX-1-100 REVISION

Scale: 1:100

0m 1 2 3 4 5m 10m

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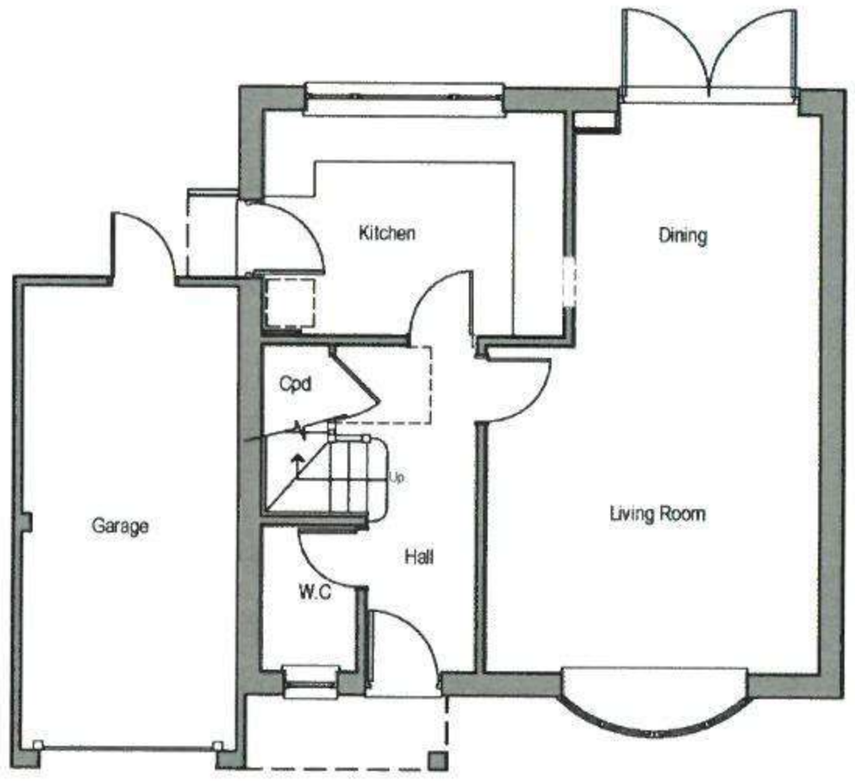
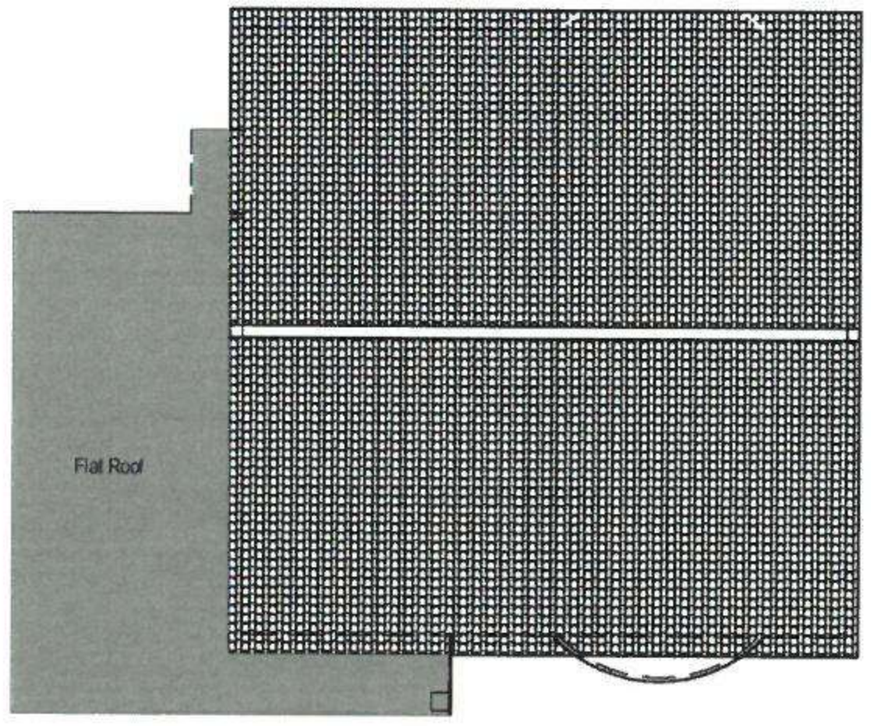


Existing Ground Floor Plan



Existing Roof Plan

arb Architects Registration Board

L BEVENS Associates Ltd

L Bevens Associates Architects Ltd
The Doghouse
10 Cricketers Way
Chatteris
Cambridgeshire
PE16 6UR
Tel: 01354 692999
Email: enquiries@lbevens-associates.co.uk
Web: www.lbevens-associates.co.uk

DRAWING STATUS: PRELIMINARY ☐ CONSTRUCTION ☐ PLANNING ■ FILE COPY ☐

CLIENT
Mr and Mrs S Peck

PROJECT
33 Bramley Avenue, Needingworth, Huntingdon, Cambridgeshire.

DRAWING TITLE
Existing Ground Floor Plan
Existing Roof Plan

SCALE	DATE	DRAWN	CHECKED
1:100 @ A3	October 2026	LB	

DRAWING NUMBER: CH26/LBA/743/EX-1-101

REVISION

Scale: 1:1250

0m 12.5 25 37.5 50 62.5m 125m

Scale: 1:200

0m 2 4 6 8 10m 20m

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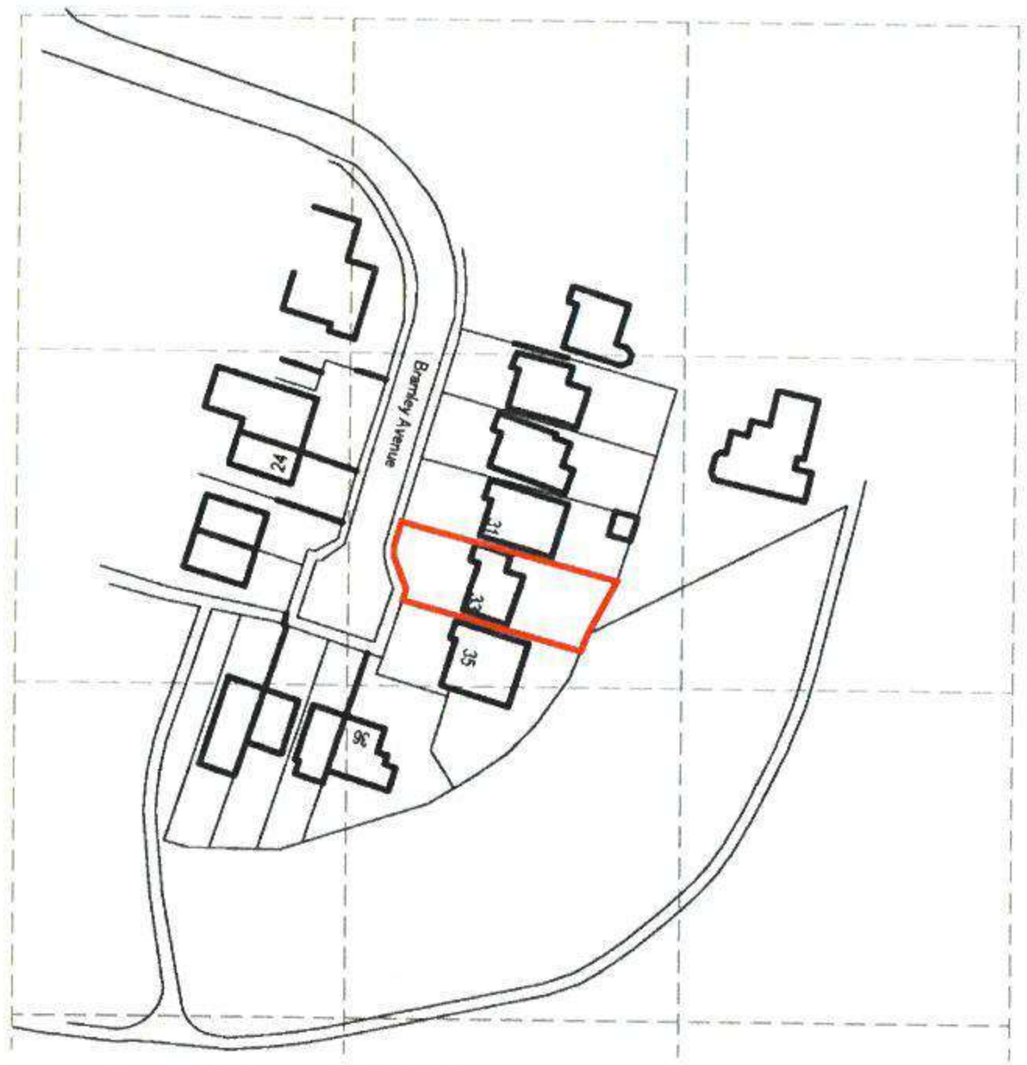
North



Location Plan 1:1250



Proposed Block Plan 1:200

L Bevens Associates Architects Ltd
The Doghouse
10 Cricketers Way
Chatteris
Cambridgeshire
PE16 6UR
Tel: 01354 693909
Email: enquiries@lbevens-associatesltd.co.uk
Web: www.lbevens-associatesltd.co.uk

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CLIENT
Mr and Mrs S Peck

PROJECT
33 Bramley Avenue, Needingworth, Huntingdon, Cambridgeshire

DRAWING TITLE
Location Plan
Proposed Block Plan

SCALE	DATE	DRAWN	CHECKED
1:1250 & 1:200 @ A3	October 2026	LB	

DRAWING NUMBER: CH26/LBA/743/HP-1-100

REVISION

Scale: 1:100

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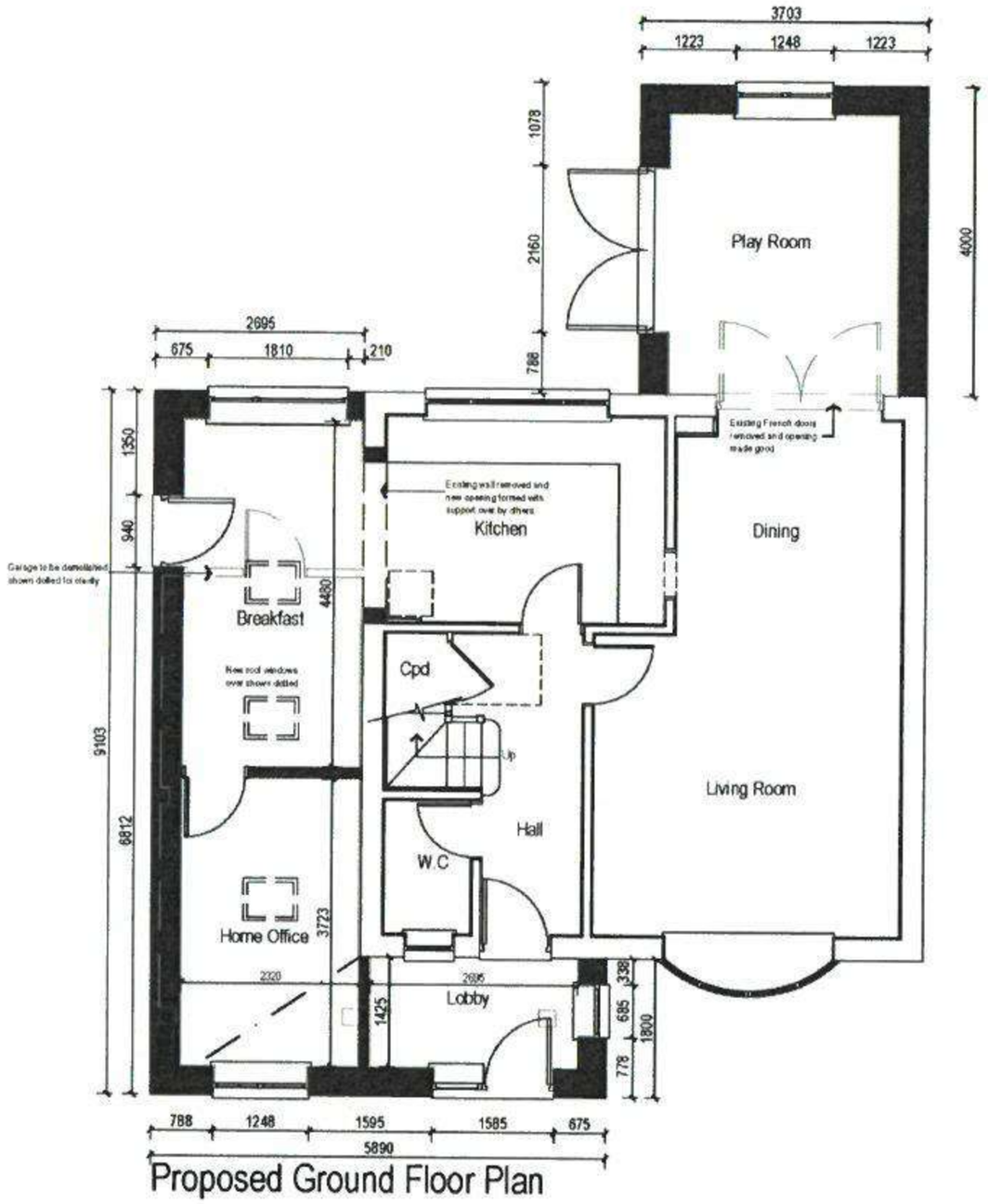
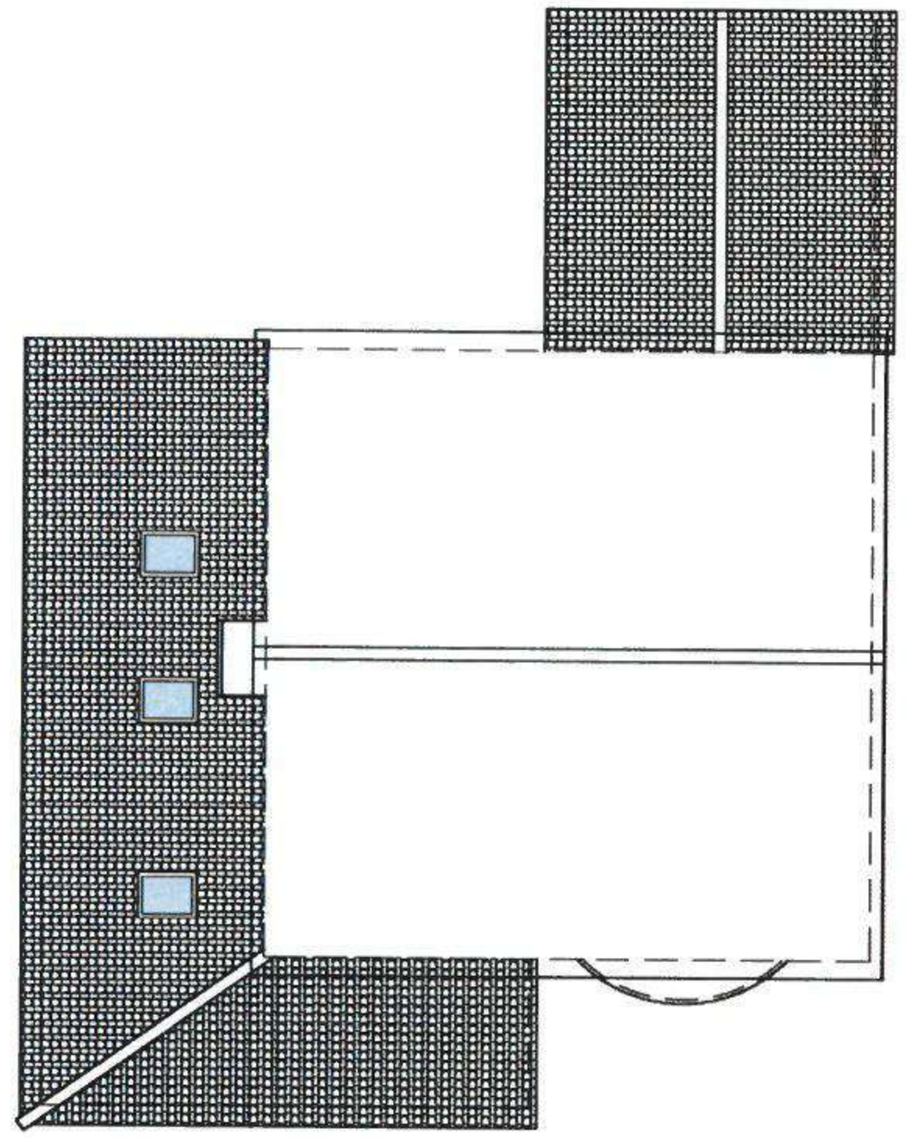


Proposed Ground Floor Plan



Proposed Roof Plan

Rev B	Nov. 26	Revised to suit client comments
Rev A	Nov. 26	Revised to suit client comments

L Bevens Associates Architects Ltd
The Doghouse
10 Cricketers Way
Chatteris
Cambridgeshire
PE16 6UR
Tel: 01354 693969
Email: enquiries@lbevens-associatesltd.co.uk
Web: www.lbevens-associatesltd.co.uk

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CLIENT
Mr and Mrs S Peck

PROJECT
33 Bramley Avenue, Needingworth, Huntingdon, Cambridgeshire.

DRAWING TITLE
Proposed Ground Floor Plan
Proposed Roof Plan

SCALE	DATE	DRAWN	CHECKED
1:100 @ A3	October 2026	LB	

DRAWING NUMBER: CH26/LBA/743/HP-1-101

REVISION: B

Scale: 1:100

0m 1 2 3 4 5m 10m

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Rev B	Nov. 26	Revised to suit client comments
Rev A	Nov. 26	Revised to suit client comments

L Bevens Associates Architects Ltd
The Doghouse
10 Cricketers Way
Chatteris
Cambridgeshire
PE16 6UU
Tel. 01354 693969
[redacted]
Email: enquiries@lbevens-associates.co.uk
Web: www.lbevens-associates.co.uk

DRAWING STATUS: PRELIMINARY ☐ CONSTRUCTION ☐ PLANNING ■ FILE COPY ☐

CLIENT
Mr and Mrs S Peck

PROJECT
33 Bramley Avenue, Needingworth, Huntingdon, Cambridgeshire.

DRAWING TITLE
Proposed Elevations

SCALE	DATE	DRAWN	CHECKED
1:100 @ A3	October 2026	LB	

DRAWING NUMBER: CH26/LBA/743/HP-1-102

REVISION: B

Planning
1st December 2026

Plans are available on the website www.huntsdc.gov.uk through the planning portal and can be searched using reference number or address.

Reference: 26/02112/CLED
Proposal: Certificate of existing lawfulness for commercial Koi Carp breeding, rearing and associated wholesale and retail sales

Site Address: Cottage Farm Lowndes Drove Needingworth

Considerations:-

- There are additional photographs available on HDC website.
- Planning history provided.
- 3 previous planning requests have been refused. These applications do include applications for similar use.

Pathfinder House, St Mary's Street,
Huntingdon, PE29 3TN
developmentcontrol@huntingdonshire.gov.uk

Huntingdonshire
DISTRICT COUNCIL

Tel: 01480 388388
Fax: 01480 388099
www.huntingdonshire.gov.uk

Miss Jane Bowd
Needingworth Village Hall
Overcote Lane
Needingworth
Cambs
PE27 4TU

Our Ref : 26/02112/CLED

25th November 2026

Dear Clerk

PARISH COUNCIL CONSULTATION – APPLICATION REF. 26/02112/CLED

Certificate of existing lawfulness for commercial Koi Carp breeding, rearing and associated wholesale and retail sales
Cottage Farm Lowndes Drove Needingworth St Ives PE27 4NE

I refer to the above application for Certificate of Lawfulness. I write to provide you with some further information regarding this type of application and to hopefully assist you in responding.

A Certificate of Lawfulness application is for the applicant to prove that the use has been carried out, without interruption, for a period of years. Planning law gives immunity to unauthorised uses or breaches of planning conditions that have prevailed for four or ten years without enforcement action taken against them dependant on the type of development.

Evidence submitted needs to be assessed by the Local Planning Authority (LPA) on a purely factual rather than interpretative bases. Taking appropriate legal advice the options available to the LPA are that it can either agree or disagree with the basis of those submissions i.e. that the activity in question has become lawful due to the required passage of time or that it has not.

The Parish Council may be able to assist in commenting on this application by providing any local knowledge of the site and how long a building/use has been there. I should be pleased to receive your Council's comments as soon as possible or in any case by 16th December 2026

If a Certificate of Lawfulness is issued it has much the same effect as a planning permission.

The application including documents and plans, is also available to view from Huntingdonshire District Council's Web site at http://publicaccess.huntingdonshire.gov.uk/online-applications/.
It is also possible to submit any comments you care to make direct from this site to this office. Alternatively, you may submit comments by e-mail to developmentcontrol@huntingdonshire.gov.uk.

If you wish to discuss this matter further, please contact the case officer Jennifer Wallis at Jennifer.Wallis@huntingdonshire.gov.uk.

Yours faithfully

Development Services
Huntingdonshire District Council

Property history.

Planning Applications (5)

- Erection of general purpose agricultural building

  Ref. No: 0300499AGDET | Status: Not Required

- Retrospective application for side extension, storage containers and using the site as specialised shop.

  Ref. No: 21/02351/FUL | Status: Refused

- Full planning to regularise use of the site for aquaculture, including retention of storage/quarantine containers, welfare facilities, side extension to a lawful agricultural building, storage hardstanding and ancillary retail

  Ref. No: 23/01923/FUL | Status: Refused

- Retrospective planning to regularise use of the site for breeding and distribution of Japan Koi Carp with ancillary retail of fish related products, including retention of side extension and existing hardstanding, in addition to removal of existing containers and ancillary structures.

  Ref. No: 24/01292/FUL | Status: Refused

- Certificate of existing lawfulness for commercial Koi Carp breeding, rearing and associated wholesale and retail sales

  Ref. No: 26/02112/CLED | Status: Pending Consideration



1:1250 Site Location Plan
(license no. 100022432)



REV	DATE	BY	DESCRIPTION
C	08/04/08	LJ	Building 1 identified and marked out
B	15/07/08	SS	Component to be moved from location plan
A	11/09/03	SS	Site line added

Suite 2, Clare Hall,
St Ives Business Park,
Parsons Green,
St Ives,
Cambs, PE27 4WY



PROJECT
Japan Koi Import,
Cottage Farm,
Lowndes Drove,
Needingworth,
PE27 4NE

CLIENT
Japan Koi Imports

DRAWING TITLE
Site Location Plan

DRAWN BY	SCALE	
SD	1:1250 @ A3	
DATE	DWG. No.	REV.
15.03.21	2021.08.100	C

Site address: **COTTAGE FARM, LOWNDES DROVE, NEEDINGWORTH, PE27 4NE**

Application reference: **APPLICATION FOR A CERTIFICATE OF LAWFUL EXISTING DEVELOPMENT FOR THE RETENTION OF AGRICULTURAL BUILDING 1 AND ITS USE FOR THE KEEPING AND BREEDING OF KOI CARP**

Exhibit A3 Google Earth image dated October 2008

Alpacas can be present across the site



Applicant and business owner statement

Site address: **COTTAGE FARM, LOWNDES DROVE, NEEDINGWORTH, PE27 4NE**

Proposal: **APPLICATION FOR A CERTIFICATE OF LAWFUL EXISTING DEVELOPMENT FOR THE RETENTION OF AGRICULTURAL BUILDING 1 AND ITS USE FOR THE KEEPING AND BREEDING OF KOI CARP**

Statement

1. I, Mark Anderson, the applicant and business owner at Cottage Farm, make this statement in support of the application for a Certificate of Lawfulness concerning Agricultural Building 1 at Cottage Farm.

2. Building 1 is identified on the plan attached as **Exhibit A1**.

3. This statement covers the history of Building 1 from 2003 to the date of this statement. The facts below are based on my knowledge and involvement with the farm and business, except where I identify business records, photographs or another source.

4. I am the business owner of the koi business operating at Cottage Farm under the name Japan Koi Import.

5. Building 1 was erected in March 2003 and its construction was completed in April 2003.

6. Immediately following its completion, I used Building 1 for housing, rearing and breeding alpacas, shearing and hay storage.

7. Alpacas are first shown in the available Google Earth imagery in December 2003. A copy of that image is attached as **Exhibit A2**.

8. Alpacas shown to be present in the next available Google Earth image, dated October 2008, a copy of which is attached as **Exhibit A3**.

9. I can confirm that I started keeping koi carp at Cottage Farm in 2012. At that time, I began buying equipment, constructed an outdoor pond and had tanks both outside beside the caravans and inside the old cowsheds. The old cowsheds remain on the wider site today.

10. [redacted]

11. Attached as **Exhibit A4** are photographs taken in July 2013 which show Alpacas to be present in Building 1 at that time.

12. Attached as **Exhibit A5** are photographs taken in May 2014 which show sheared Alpacas to be present in Building 1 at that time.

13. Alpacas are shown to still be present in the Google Earth image dated April 2015, a copy of which is attached as **Exhibit A6**. I can confirm that at this time I continued to use Building 1 for housing, shearing and hay storage for the Alpacas.

14. I can confirm that the last remaining Alpacas, although sold, were still on-site until the end of November 2015. Photographs taken at 15:39 on 22nd November 2015 are attached as **Exhibit A7.**

15. I can confirm that I started keeping koi carp at the far end of Building 1 in August 2015. That end of the barn had been cleared to accommodate rows of 1 m^3 green plastic tanks, while the opposite end remained in use in connection with the alpacas still on site at that time.

16. The eBay records attached as **Exhibit A8** document purchases and sales of goods and fish between 7 April 2015 and 31 October 2015.

17. In November 2015, I undertook conversion and fitting-out works to Building 1 for fish keeping, breeding and sales. [redacted] provided general assistance with those works. The fitting-out works are evidenced by the photographs attached as **Exhibit A9**.

18. The invoice and packing list dated 10 February 2016, attached as **Exhibit A10**, document the import of fish from Japan Koi Export, Tokyo, via Heathrow to Cottage Farm.

19. The sales invoices raised in February 2016 which are attached as **Exhibit A11** confirm orders and subsequent onward sale of fish to customers from Cottage Farm.

20. Photographs taken between 00:04 and 00:59 on 26 February 2016 are attached as **Exhibit A12**, documenting receipt of the first batch of koi carp imported from Japan.

21. [redacted] assisted me with the ordering of koi from Japan, liaison with Japan Koi Export, collection of imported fish from Heathrow and their transport to Cottage Farm for quarantine. Activities within Building 1 included keeping quarantining, breeding and rearing of koi carp koi for wholesale and retail markets, as well as breeding for future stock. Building 1 was also used for associated retail sales both on-site and online.

22. Attached as **Exhibit A13** is a copy of the pet shop license issued on 24 February 2016 by Huntingdonshire District Council to Japan Koi Import at Cottage Farm.

23. Attached as **Exhibit A14** is a copy of the veterinary record of a site visit on 25 March 2016, confirming the treatment of fish at Cottage Farm.

24. Attached as **Exhibit A15** is a copy of the Aquaculture Production Business authorisation issued on 10 May 2016, which identifies Japan Koi Import, Cottage Farm.

25. Attached as **Exhibit A16** is a copy of the business accounts for the koi fishery at Cottage Farm covering the period 1 December 2015 to 30 November 2016.

26. A mezzanine was added in October 2016 to provide a dedicated retail space as Fenland Fisheries had become part of Japan Koi Import.

27. In 2017/18, a single-storey extension with a glazed roof was constructed to Building 1 to provide additional space for keeping koi carp and increase their exposure to natural daylight. The glazed roof was intended to support the development and maintenance of their natural colouration, the

quality and intensity of which are important to their ornamental appeal and commercial value. At the same time, external quarantine containers were positioned to the west of Building 1.

28. During the period from January 2020 to February 2022, the COVID-19 pandemic disrupted the business's imports from Japan, and no koi were imported. Breeding at Cottage Farm increased, and Building 1 continued to be used for housing and breeding koi. [redacted]ontinued to provide general assistance to me and helped reorganise the website and eBay sales and automate the shop and stock-control system.

29. From August 2015 to the date of this statement, Building 1 has been used for keeping, breeding and rearing koi carp and associated wholesale and retail sales. These activities have included routine fish husbandry, breeding cycles, stocking, upkeep of the facilities, maintenance of Cefas records and administration of wholesale fish sales and associated retail sales, both on-site and online.

30. [redacted] has provided part-time assistance to the business from August 2015 to the date of this statement. His duties have included ordering koi from Japan, liaising with Japan Koi Export in Japan, collecting imported koi from Heathrow and transporting them to Cottage Farm for quarantine in Building 1. He has also undertaken routine fish husbandry, assisted with breeding cycles, managed stock, maintained the facilities, kept Cefas records and administered wholesale fish sales and associated retail sales, both on-site and online. He assisted with setting up the electronic point-of-sale system, website and eBay integration, as well as stock control, ordering and dispatching online orders. In this role, [redacted]has regularly worked at and visited Cottage Farm, typically five times a week. His general visits to Cottage Farm predate March 2003.

31. [redacted]visits to Cottage Farm began before the erection of Building 1 in March 2003 and have continued to the date of this statement. During that time, he witnessed the building's use for keeping alpacas and its subsequent transition to aquaculture.

Supporting documents

A1 Plan identifying Building 1.

A2 Google Earth image of Alpacas dated December 2003

A3 Google Earth image of Alpacas dated October 2008

A4 Photographs of Alpacas in Building 1 taken July 2013

A5 Photographs of Alpacas in Building 1 taken May 2014

A6 Google Earth image of Alpacas dated April 2015

A7 Photographs of Alpacas taken at 15:39 on 22nd November 2015

A8 eBay Sales and Purchase records 07.04.2015 to 31.10.2015.

A9 Photographs of Barn Conversion Commencement taken at 14:21 on 24th November 2015

A10 Japan Kio Exports Invoice dated 10.02.2016

A11 Japan Koi Import Cottage Farm Sales Invoices issued in February 2016 prior to dispatching

A12 Photographs of first of Koi imported from Japan being unpacked at Cottage Farm

A13 Pet Shop License issued by HDC on 24.02.2016

A14 Veterinary record of a site attendance on 25 March 2016

A15 Cefas Aquaculture Production Business Certification issued on 10 May 2016.

A16 Business accounts for the koi fishery at Cottage Farm covering the period 1 December 2015 to 30 November 2016.

Statement of truth

I declarer conscientiously believing the facts stated in this statement are true.

Signed: [redacted]

Full name [redacted]

Date: 7 / 11 / 26.

PARTNERS
In PLANNING
and ARCHITECTURE

Suite 2, Clare Hall
St Ives Business Park
Parsons Green
St Ives
Cambs
PE27 4WY

Development Control
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Our Ref: 2021.08

5th November 2026

Dear Sir/Madam,

PROPOSAL: APPLICATION FOR A CERTIFICATE OF LAWFUL EXISTING DEVELOPMENT FOR THE RETENTION OF BUILDING 1 AND ITS USE FOR THE KEEPING AND BREEDING OF KOI CARP

SITE: COTTAGE FARM, LOWNDES DROVE, NEEDINGWORTH, PE27 4NE

FORWARD:

We write on behalf of Japan Koi Imports in support of an application for a Lawful Development Certificate under Section 191 of the Town and Country Planning Act 1990 in respect of Agricultural Building 1 at Cottage Farm, Lowndes Drove, Needingworth.

This application seeks a Lawful Development Certificate under section 191 of the Town and Country Planning Act 1990 in respect of two matters:

1) the lawful retention of Agricultural Building 1; and

2) the use of the building since November 2015 for the keeping and breeding of Koi carp.

Building 1 was originally erected pursuant to agricultural permitted development rights. The application demonstrates that the requirement for its subsequent removal was never triggered, as agricultural use continued beyond the relevant ten-year period following substantial completion.

The application also demonstrates, through the submitted chronology and supporting evidence, that the use of the building for the keeping and breeding of Koi carp has continued without interruption since at least November 2015 and is therefore lawful through the passage of time.

Previous planning applications relating to the Koi carp business were determined on planning policy grounds. Those decisions do not determine the separate legal questions of lawfulness which fall to be considered under section 191.

PARTNERS
In PLANNING
and ARCHITECTURE

Suite 2, Clare Hall
St Ives Business Park
Parsons Green
St Ives
Cambs
PE27 4WY

SITE AND SURROUNDINGS:

The application site forms part of Cottage Farm, located to the north of the village of Needingworth and north-east of the town of St Ives within Huntingdonshire District.

The site lies within open countryside and is accessed via Lowndes Drove, a rural lane connecting to the A1123. The surrounding area is characterised predominantly by agricultural land and associated farm buildings typical of this part of the district.

The wider holding historically comprised a substantial agricultural unit extending to approximately 47 hectares of farmland. Agricultural activities historically undertaken at the holding included the breeding and rearing of livestock, most recently alpaca herds.

The farmstead itself comprises several agricultural buildings and areas of hardstanding associated with the historic operation of the farm.

Building 1 forms part of the central farmstead and comprises a steel framed agricultural building constructed on a concrete base and clad in metal sheeting.

The building is of permanent and substantial construction and was originally erected to serve the agricultural needs of the wider farm holding.

PLANNING HISTORY:

The planning history relevant to this application is summarised below.

0300499AGDET

- **Erection of general-purpose agricultural building**
- PRIR APPROVAL GRANTED on 19 March 2003.
- This approval relates to Building 1, which now the subject of this statement and the accompanying application for a Certificate of Lawfulness.

21/02351/FUL

- **Retrospective application for side extension, storage containers and use of the site as a specialised shop**
- REFUSED on 17th April 2023 on the following grounds:
    1) *unacceptable form of development in the countryside and would result in the unjustified loss of existing agricultural building.*
    2) *fails to respond positively to its context within a countryside setting by virtue of the scale, form and layout of both the extension combined with the number and siting of the various storage containers*
    3) *town centre use in an out-of-centre location is not justified in this instance and may result in detrimental impacts on the vitality and viability of the closest town centre*

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and ARCHITECTURE

Suite 2, Clare Hall
St Ives Business Park
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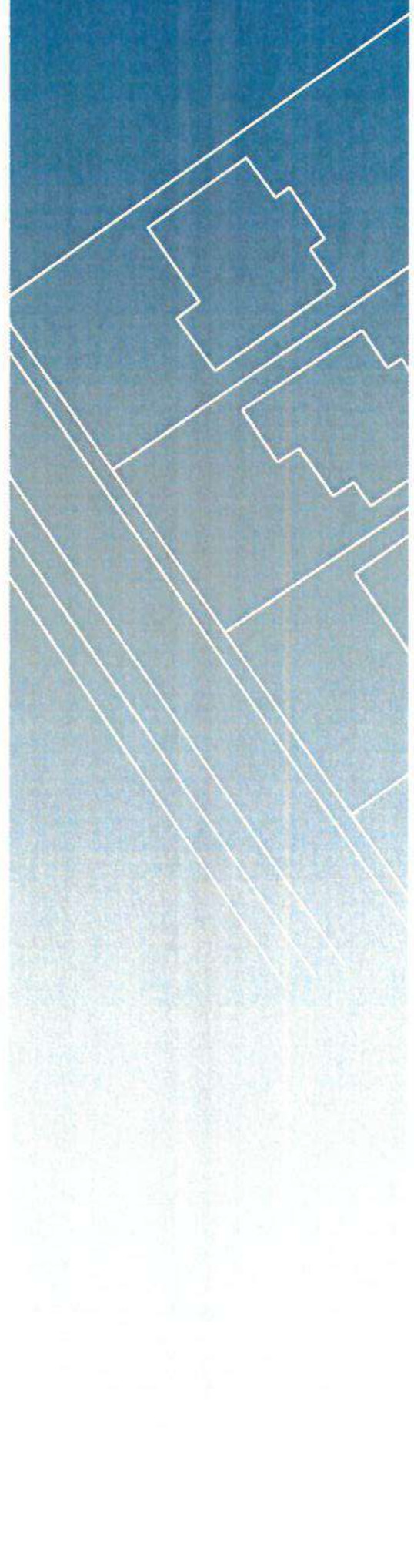
Cambs
PE27 4WY



23/01923/FUL

- **Full planning application to regularise the use of the site for aquaculture**
- REFUSED on 10th June 2022 on the following grounds:

    1) *the use of the site does not fall under the Town and Country Planning Act's definition of agriculture due to the commercial nature of the import, storage, breeding and sale of Koi Carp. As such, it is considered to be an unacceptable form of development in the countryside and would result in the unjustified loss of existing agricultural building.*
    2) *fails to respond positively to its context within a countryside setting by virtue of the scale, form and layout of both the extension combined with the number and siting of the various storage containers*

24/01292/FUL

- **Retrospective planning application relating to the breeding and distribution of Koi carp**
- REFUSED on 30th May 2025 on the following grounds
    1) *the use of the site does not fall under the Town and Country Planning Act's definition of agriculture due to the commercial nature of the import, storage, breeding and sale of Koi Carp. As such, it is considered to be an unacceptable form of development in the countryside and would result in the unjustified loss of existing agricultural building.*

Reference 0300499AGDET related to the erection of Agricultural Building 1 as a general purpose agricultural building serving the wider holding of approximately 47 hectares.

The subsequent applications concerned the Koi carp breeding and distribution business and were determined on planning policy grounds. Those decisions do not determine the separate legal question now before the Local Planning Authority, namely whether the continued retention and use of Agricultural Building 1 are lawful for the purposes of section 191 of the Town and Country Planning Act 1990.

CHRONOLOGY OF DEVELOPMENT AND USE:

This chronology is supported by the photographic, licensing and witness evidence submitted with the application.

Use of the Building 1 for general agricultural purposes:

Building 1 was constructed in March-April 2003 following the grant of prior approval 0300499AGDET on 19 March 2003. Building 1 is identified on the plan attached as **Exhibit A1**.

Building 1 was immediately brought into agricultural use in connection with the wider Cottage Farm holding, principally for the breeding, rearing and housing of alpacas.

Alpacas are first seen in the available Google Earth image in December 2003, a copy of which is attached as **Exhibit A2**.

PARTNERS
In PLANNING
and ARCHITECTURE

Suite 2, Clare Hall
St Ives Business Park
Parsons Green
St Ives
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The alpaca herd began to be dispersed in 2013 because of Mark Anderson's personal circumstances, including a mental health breakdown arising from his divorce. These circumstances led to him vacating the family home at Collingwood Farm, St Audrey Lane, St Ives, PE27 3NJ. His departure from Collingwood Farm followed the grant of planning permission in September 2012 for the demolition of the existing dwelling and the erection of six dwellings.

Attached as **Exhibit A4** are photographs taken in July 2013 which show Alpacas to be present in Building 1 at that time.

Attached as **Exhibit A5** are photographs taken in May 2014 which show sheared Alpacas to be present in Building 1 at that time.

Alpacas are shown to still be present in the Google Earth image dated April 2015, a copy of which is attached as **Exhibit A6**. I can confirm that Building 1 continued to be used at that time for housing, shearing and hay storage for the alpacas.

Although sold, alpacas were still on-site until the end of November 2015. Photographs taken at 15:39 on 22nd November 2015 are attached as **Exhibit A7.** The signed statements submitting as supporting evidence state that Building 1 continued to be used at that time for housing, shearing and hay storage for the Alpacas.

Use of the Building 1 for breeding and sale of Koi Carp:

In 2012, the applicant and owner of Japan Koi Imports, Mark Anderson, began keeping Koi carp in the older agricultural buildings on the site. Initially activity involved the breeding and rearing of fish for sale.

In August 2015, following the early success of the enterprise, the business activities concerning the breading of fish were moved into the far end of Building 1. That end of the barn had been cleared to accommodate rows of 1 m^3 green plastic tanks, while the opposite end remained in use in connection with the alpacas still on site at that time.

The eBay records attached as **Exhibit A8** document purchases and sales of goods and fish from Cottage Farm between 7 April 2015 and 31 October 2015.

In November 2015, works formally commenced on the conversion and fitting-out of Building 1. These works are evidenced by the photographs attached as **Exhibit A9**. The works included the installation of insulation panels, fish holding tanks and associated filtration equipment necessary to maintain appropriate water quality and temperature for fish husbandry.

The invoice and packing list dated 10 February 2016, attached as **Exhibit A10**, document the import of fish from Japan Koi Export, Tokyo, via Heathrow to Cottage Farm.

The sales invoices raised in February 2016 which are attached as **Exhibit A11** confirm orders and subsequent onward sale of fish to customers from Cottage Farm.

Photographs taken between 00:04 and 00:59 on 26 February 2016 are attached as **Exhibit A12**, documenting receipt of the first batch of koi carp imported from Japan.

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Attached as **Exhibit A13** is a copy of the pet shop license issued on 24 February 2016 by Huntingdonshire District Council to Japan Koi Import Ltd at Cottage Farm.

Attached as **Exhibit A14** is a copy of the veterinary record of a site visit on 25 March 2016, confirming the treatment of fish at Cottage Farm.

Attached as **Exhibit A15** is a copy of the Aquaculture Production Business authorisation issued on 10 May 2016, which identifies Japan Koi Import Ltd, Cottage Farm. It provides formal approval issued by the Fish Health Inspectorate, part of Cefas, allowing a business to undertake specified aquaculture activities under the Aquatic Animal Health (England and Wales) Regulations 2009. Its purpose is to prevent the introduction and spread of infectious diseases in fish and shellfish.

Attached as **Exhibit A16** is a copy of the business accounts for the koi fishery at Cottage Farm covering the period 1 December 2015 to 30 November 2016.

A mezzanine was added in October 2016 to provide a dedicated retail space as Fenland Fisheries had become part of Japan Koi Import.

In 2017/18, a single-storey extension with a glazed roof was constructed to Building 1 to provide additional space for keeping koi carp and increase their exposure to natural daylight. The glazed roof was intended to support the development and maintenance of their natural colouration, the quality and intensity of which are important to their ornamental appeal and commercial value. At the same time, external quarantine containers were positioned to the west of Building 1.

Since October 2021, the applicant has submitted three planning applications seeking to regularise, amongst other activities, the use of Building 1 for the breeding and rearing of koi carp for wholesale and associated retail sales, both on-site and online. This use continues to the present day.

LEGAL CONTEXT AND TEST FOR A LAWFUL DEVELOPMENT CERTIFICATE:

Section 191 of the Town and Country Planning Act 1990 enables an application to be made to the Local Planning Authority for a certificate confirming the lawfulness of an existing use, operation or other matter.

The determination of a Lawful Development Certificate is a matter of law and fact rather than planning judgement. The planning merits of the development, or its acceptability in policy terms, are therefore not relevant to the determination of the application.

The applicant must demonstrate, on the balance of probability, that the development or use is lawful. Where lawfulness is claimed through immunity from enforcement action, the applicable enforcement period depends upon the nature and date of the alleged breach of planning control.

This application considers two distinct matters:

1) the lawful retention and use of Building 1 for general agricultural purposes for a minimum period of 10 years from its construction in April 2003; and

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2) the lawfulness of the subsequent continued use of the whole of Building 1 for the keeping and breeding of Koi carp since November 2015.

1) LAWFULNESS OF BUILDING 1:

The accompanying signed statements confirm that the agricultural Building 1 was erected in March-April 2003 following the grant of prior approval under reference 0300499AGDET. It was erected and used as a general purpose agricultural building serving the wider Cottage Farm agricultural holding.

Historical Google Earth imagery dated 16 October 2003 shows the building erected and in situ by that date.



Following its construction, Building 1 was brought into agricultural use, principally for the breeding, rearing and housing of an alpaca herd.

The herd began to be dispersed in approximately 2012, with the alpacas sold in batches. This did not result in the immediate cessation of agricultural use.

Alpacas remained at Cottage Farm while their new owners made alternative arrangements for their accommodation. During this period, Building 1 continued to be used for agricultural purposes, including housing and shearing alpacas and storing hay.

Attached as **Exhibit A4** are photographs taken in July 2013 which show Alpacas to still be present in Building 1 at that time.

Attached as **Exhibit A5** are photographs taken in May 2014 which show sheared Alpacas still to be present in Building 1 at that time.

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Alpacas are still visible in the Google Earth image dated April 2015, a copy of which is attached as **Exhibit A6**. The accompanying signed statement confirm that, at that time, Building 1 continued to be used for housing and shearing alpacas and storing hay for their feed.

The agricultural use of Building 1 did not permanently cease when the dispersal of the herd began in approximately 2012. Rather, the agricultural activities described above continued beyond April 2015.

Prior approval was granted for the erection of Building 1 under the provisions of the Town and Country Planning (General Permitted Development) Order 1995, as amended. Paragraph A.2(5) of Part 6 of Schedule 2 required removal where agricultural use within the unit permanently ceased within ten years of substantial completion and planning permission for a non-agricultural use had not been granted within three years of that cessation.

The relevant question is therefore whether the building's use for agricultural purposes permanently ceased within ten years of substantial completion.

The signed statements submitted in support of this application confirm that Building 1 was completed in April 2003. This is corroborated by the Google Earth imagery dated 16 October 2003, which shows the building in its substantially completed form.

The evidence summarised in this statement demonstrates, on the balance of probabilities, that Building 1 continued to be used for agricultural purposes beyond April 2015. Its agricultural use therefore did not permanently cease within ten years of substantial completion.

Accordingly, the requirement to remove Building 1 under paragraph A.2(5) was not triggered, and the building itself remains lawful as operational development. The lawfulness of its current use is considered below.

2) LAWFULNESS OF BUILDING 1:

As set out above, koi carp were first introduced into the far end of Building 1 in August 2015.

In November 2015, works commenced to convert and fit out Building 1 for the aquaculture business. As evidenced by the accompanying witness statements and photographs, these works included the installation of insulation panels, fish-holding tanks and associated filtration equipment to maintain appropriate water quality and temperature for fish husbandry.

Huntingdonshire District Council issued a pet shop licence on 24 February 2016, and the first consignment of koi carp imported from Japan arrived on 26 February 2016. Supporting photographs document the unloading of that consignment into Building 1, while the accompanying witness statements confirm the building's use for keeping, breeding and rearing koi carp, together with associated wholesale and retail sales.

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An Aquaculture Production Business (APB) authorisation was subsequently issued on 10 May 2016, providing further documentary evidence of the enterprise's authorisation under the aquatic animal health regime.

For the purposes of this application, November 2015 is relied upon as the commencement date of the continuous use of the whole of Building 1 for keeping, breeding and rearing koi carp, together with associated wholesale and retail sales, both on-site and online.

The evidence listed below demonstrates that this use has continued without interruption from November 2015 to the present day, a period exceeding ten years. Accordingly, the evidence establishes, on the balance of probabilities, that the use of Building 1 for keeping, breeding and rearing koi carp, together with associated wholesale and retail sales, both on-site and online, has become lawful through the passage of time.

SUPPORTING EVIDENCE

A1 Plan identifying Building 1.

A2 Google Earth image of Alpacas dated December 2003

A3 Google Earth image of Alpacas dated October 2008

A4 Photographs of Alpacas in Building 1 taken July 2013

A5 Photographs of Alpacas in Building 1 taken May 2014

A6 Google Earth image of Alpacas dated April 2015

A7 Photographs of Alpacas taken at 15:39 on 22nd November 2015

A8 eBay Sales and Purchase records 07.04.2015 to 31.10.2015.

A9 Photographs of Barn Conversion Commencement taken at 14:21 on 24/11/25

A10 Japan Kio Exports Invoice dated 10.02.2016

A11 Japan Koi Import Cottage Farm Sales Invoices issued Feb 2016 prior to dispatching

A12 Photographs of first of Koi imported from Japan being unpacked at Cottage Farm

A13 Pet Shop License issued by HDC on 24.02.2016

A14 Veterinary record of a site attendance on 25 March 2016

A15 Cefas Aquaculture Production Business Certification issued on 10 May 2016.

A16 Business accounts for the koi fishery at Cottage Farm covering the period 1 December 2015 to 30 November 2016.

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

PAUL BRISTOW MAYOR OF CAMBRIDGESHIRE & PETERBOROUGH

MEMBERS' NEWSLETTER



NEW YOUTH HUB SET TO OPEN IN WISBECH

A new Youth Hub is set to open in Wisbech in early 2027, bringing vital employment, skills and wellbeing support to young people across Fenland. The Hub will offer a dedicated lifeline to those struggling to access work or training.

Backed by the Cambridgeshire and Peterborough Combined Authority and run by local charity Centre 33, the Hub will support young people aged 16 to 25, focusing on helping those who are currently Not in Education, Employment or Training (NEET).

Based at the Annabelle Davis Centre in Wisbech, the Hub will bring together support for employment, careers, training, wellbeing and housing under one roof. It will also deliver outreach across Fenland, helping young people in rural and surrounding communities access support closer to home.

Drawing on the proven success of the Youth Hub already operating in Peterborough, the Wisbech site aims to make it easier for young people to access the right support without having to navigate multiple organisations.

Alongside the launch, Mayor Paul Bristow is challenging 33 local businesses to support the next generation by pledging one tangible opportunity for a young person. This could include work experience, a placement, mentoring or support into training. Participating businesses will be recognised as part of the campaign, with progress towards the target of 33 pledges shared along the way.

If you know any local businesses that would be interested in taking part, please encourage them to get involved and help connect more young people with opportunities. Businesses can register their interest here.

The investment comes at an important time, with around one in seven (14.2%) 16 to 24-year-olds across Cambridgeshire and Peterborough currently classed as NEET.



UPDATE FROM THE MAYOR

PAUL BRISTOW

If greater devolution is about giving our region more tools to drive growth, it should also allow us to retain more of the benefits to reinvest in infrastructure and our communities.

And so, while there was plenty in the Autumn Budget I would have done differently, I'm determined to make the most of the opportunities it gives.

Mayors will get a share of business rates from April 2027 and of income tax from 2028 as part of the Government's Fiscal Devolution Roadmap. The detail on this will be vital, but it's a significant step forward.

The proposal to explore Cambridge Biomedical Campus as a special Business Rates status could benefit our region as the site expands. The Campus already contributes £4.7 billion to the UK economy each year and could quadruple its contribution over 25 years. The proposed Good Growth Fund and borrowing powers are also encouraging. With the right approach, they will give us greater scope for long-term, infrastructure-led development. My priority is growth that benefits local people, and further devolved powers must help us achieve that.

This Budget followed a busy summer of announcements from central government, chiefly Rewiring the State, and now I will continue pushing forward with our partners on our Local Growth Plan and my ambition of tripling the economy by 2050.

And talking of growth, I toured the Wellcome Genome Campus in South Cambridgeshire to see how they are progressing with their expansion. Its workforce is expected to grow from around 3,000 to 9,000 over the next decade. Better transport and infrastructure will be key to helping the Campus realise its potential.

I was pleased to be re-elected as Chair of the A47 Alliance, the cross-border campaign group whose mission is to dual the whole road from Lowestoft in Suffolk to the A1 west of Peterborough. As Chair, I will work with Alliance partners to keep up momentum, make a stronger case for dualling and push for the investment needed to realise the region's long-term ambitions and support better journeys in Peterborough, Fenland and beyond.

We held our first Peterborough Growth Board. Speeding up Peterborough's regeneration has been a priority since I became Mayor. The Growth Board reflects a shared commitment with the City Council and Homes England to get the city's economy moving, with a clear focus on delivering results.

And finally, we launched a new social media format for Mayor's Question Time, allowing me to reach more of our residents. I will answer the public's questions on social media. Finding new ways to be open, accessible and accountable is important.



UPDATE FROM THE CEO

ROB BRIDGE

The last few weeks have been particularly busy, with the Government's Autumn Budget being an important development for us as a Mayoral Strategic Authority.

One of the biggest changes is how we will be funded in the future. From April 2027, Mayors will receive a share of business rates raised in their areas, followed by a proportion of income tax from 2028. This is an important step towards giving regions greater control over the money they generate and more opportunity to invest in local priorities and support growth. There is still more detail to work through, but this represents a real shift in how funding and decisions are brought closer to local communities.

This is part of the Government's wider Rewiring the State programme, which will bring further changes to the responsibilities and powers of Strategic Authorities. The forthcoming Delivery Plan will set out more detail, and it is important that the needs and opportunities of Cambridgeshire and Peterborough are reflected as these plans develop.

I have also continued to spend time with colleagues at No10 North, including discussions about opportunities to support growth across the country. One of these is the Government's Strategic Sites Accelerator, which will work with Mayors and local leaders to identify opportunities for up to 10 major industrial and commercial sites across the UK. Delivering growth in Cambridgeshire and Peterborough means tackling the viability challenges that can sometimes prevent major developments from going ahead. The programme will focus on sites with strong investor demand, where Government backing can help overcome these barriers and bring forward development. This is a welcome step towards attracting investment, creating jobs and making the most of our region's economic potential.

There is a great deal changing, and the coming months will be important as we begin to understand what these new powers and responsibilities will mean in practice. Our focus remains on making the most of these opportunities and ensuring they deliver lasting benefits for the communities and businesses we serve.

MAYOR VISITS ALCONBURY WEALD TO SEE BUSINESSES EXCELLING IN INNOVATION







Mayor Paul Bristow visited two innovative Huntingdonshire businesses, celebrating their contributions to the regional economy and exploring opportunities for future growth.

The first visit was to AM Fresh, a family-owned Spanish company with sites at Alconbury Weald and Peterborough, supplying fresh produce to major UK retailers and 30 countries worldwide.

The Mayor toured its newly opened Omega Centre, which brings science and industry together to advance fruit biochemistry and packing technology. He heard how the business is using research, taste testing and AI to improve product quality, alongside its work with local education providers to develop future talent through opportunities such as T Level placements.

The Mayor then visited Encocam, a globally recognised advanced manufacturing business at Alconbury Weald, specialising in automotive safety technologies and engineering.

During the visit, he toured its specialist crash test dummy facility and heard about the opportunities and challenges facing the automotive sector, as well as the company's plans for future growth and investment in the region.

Encocam also highlighted its commitment to developing local skills, having delivered more than 20 apprenticeship schemes over the past decade and regularly engaging with local schools to create pathways into engineering careers.

Both businesses showcase the innovation, investment and skills development that are central to the Combined Authority's ambitions for economic growth across Cambridgeshire and Peterborough.



BUS NETWORK REVIEW UPDATE

Work is continuing on the Bus Network Review following approval of the updated proposals by the Combined Authority Board in September. An update was shared at Transport Committee on Wednesday 4 November, and work is ongoing to move things forward.

We'll keep you updated as things progress. Your support will be important in helping us share information with residents, and we'll be in touch when there are further updates and opportunities to help spread the word.

PETERBOROUGH GROWTH BOARD TAKES FIRST STEP TOWARDS TURNING CITY'S POTENTIAL INTO PROGRESS



Peterborough's new City Centre Growth Board has met for the first time, bringing together the Cambridgeshire and Peterborough Combined Authority, Peterborough City Council and Homes England with a clear task: turn the city's growth ambitions into action.

Peterborough has momentum, political alignment and is putting together a clear plan to deliver regeneration and growth for Peterborough. Identified as a Fast Growth City Opportunity Zone in the Cambridgeshire and Peterborough Local Growth Plan, the city has a significant opportunity to become one of the country's leading growth cities.

The priority is to make partnership count by attracting investment and bringing visible change across the city centre.

The Growth Board brings partners together around shared priorities, helping coordinate investment, tackle barriers to regeneration and strengthen Peterborough's proposition to investors and developers.

Its focus will be on unlocking opportunities for new homes, jobs and businesses while improving the city centre.

At its first meeting, the Growth Board discussed how to turn the visioning work with the public, partners and stakeholders into a delivery plan to stimulate investment and regeneration.

The Board will expand over time to bring in other local and national organisations able to contribute expertise, investment and influence.

The Board will also continue to explore the Mayor's vision for a Mayoral Development Corporation and the potential evolution of the Growth Board to support Peterborough's wider regeneration ambitions.

The first meeting builds on the work to promote Peterborough's growth potential at UKREiiF 2026. Over three days, the Combined Authority, Peterborough City Council and Homes England showcased the city's potential to more than 1,000 investors, developers and partners.

The focus now is on building on that interest and returning to UKREiiF in 2027 with a stronger proposition, underpinned by tangible progress and a clear pipeline of opportunities — turning interest into investment conversations.

MAYOR WITNESSES AND SUPPORTS GROWTH AT THE WELLCOME GENOME CAMPUS

Mayor Paul Bristow visited Wellcome Genome Campus in South Cambridgeshire to hear about its ambitious expansion plans and the opportunities for regional growth.



The Mayor toured the site, where the first phase of expansion is expected to be completed in 2028. Over the next decade, the Campus plans to grow from 125 to 440 acres, with its workforce increasing from 3,000 to 9,000.

The expansion will support world-leading research, innovation and new businesses, alongside 1,500 homes, community facilities and improved infrastructure. Discussions also highlighted the importance of better transport links, including mass rapid transit and active travel, to support the growing science and technology hub.

MAYOR'S QUESTION TIME GOES ONLINE

Mayor Paul Bristow is inviting residents and businesses to put their questions directly to him as part of a new online Q&A.

The Combined Authority is collecting questions from across the region, giving residents the opportunity to raise the issues that matter to them. The Mayor will then answer selected questions through the Combined Authority's social media channels.

Whether it's transport, housing, jobs, economic growth or the future of local communities, this is an opportunity for residents to find out more about the Mayor's plans and priorities for the region.

Residents can submit their questions through an online form or head to the Combined Authority's social media channels to leave a question in the comments.

Please help us spread the word and encourage your residents to get involved. Questions must be submitted by 5pm on Thursday 19 November 2026.

SUBMIT YOUR QUESTIONS HERE

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

PAUL BRISTOW MAYOR OF CAMBRIDGESHIRE & PETERBOROUGH

UPCOMING EVENTS

Here are our upcoming meetings. You can view the full calendar on our website here.





25 NOVEMBER
Combined Authority Board
10:00am

7 DECEMBER
Funding Committee
10:00am

8 DECEMBER
Growth Committee
10:00am

9 DECEMBER
Transport Committee
10:00am

10 DECEMBER
Audit and Governance Committee
10:00am

14 DECEMBER
Skills Committee
10:00am

5 JANUARY
Combined Authority Board
10:00am

13 JANUARY
Combined Authority Board
10:00am

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

PAUL BRISTOW MAYOR OF CAMBRIDGESHIRE & PETERBOROUGH

LATEST NEWS

Here are a few of our latest news stories. You can view all of them on our website here.



MAYOR PAUL BRISTOW STATEMENT ON REGIONAL WATER COUNCILS

Paul Bristow has made a statement in response to the Government's announcement that new regional water councils will be created, alongside new powers for Mayors to hold water companies to account.



MAYOR PAUL BRISTOW STATEMENT ON LOCAL GOVERNMENT REORGANISATION

Paul Bristow, has made a statement following the recent news that the Government has delayed a decision on local government reorganisation in Cambridgeshire and Peterborough until 2027.



PAUL BRISTOW: CAMBRIDGE SOUTH 'ALREADY MAKING A REAL DIFFERENCE'

Paul Bristow reacted to news about Cambridge South train station serving 400,000 journeys in it's first 100 days, transforming the way people travel to and from Europe's largest biomedical campus - home to world-class science, NHS hospitals and business facilities.



MAYOR PAUL BRISTOW REAFFIRMED AS CHAIR OF A47 ALLIANCE

Paul Bristow, Mayor of Cambridgeshire and Peterborough and the only directly elected Mayor in the East of England, has been reaffirmed as Chair of the A47 Alliance, pledging to put the case for investment in the increasingly congested route, firmly back on the agenda.

Thank you for your response to my request regarding continuing to look after the common land in front of our house.

I quite understand your position about liability for any accidents which may occur due to our actions, and also accept entirely that we must not obstruct access to this common land.

Thank you for your consideration in this matter, and I assure you that our best interests are in keeping the front at Holywell tidy and something to be proud of for visitors coming to this unique village.

My apologies for the delay in responding, but at the time of receipt of your letter I was heavily involved in organising our Needingworth Art Group Charity. This is now completed and all parties paid, and I thought I would also mention that this, our fourth successful charity art show, had a record year with total revenue exceeding £4000, and resulting in a payment 0f **£1,850** having been made last Saturday to MIND, the mental health charity, which we hope will make a difference in some way to those who suffer from this scourge.

We're also grateful for the work carried out by the Village Hall committee in conjunction with the Parish Council in keeping our village hall facilities up-to-date and well maintained. Thank to you all, and those in the village who support us and make this possible. So far our small club of 12 people have raised approaching £8,000 over our 4 events for National charities researching and caring for those less fortunate than ourselves.

Thanks and best regards,

[redacted]
Sent from my iPad

Join us at *"Our Shared Future"* Huntingdonshire District Council's 4th Annual Climate Conversation.

Date: Wednesday 10th February 2027
Time: 11:00 – 17:00
Location: Burgess Hall, St Ives, Westwood Road, Cambridgeshire, PE27 6WU

Our 4th installment of this event will bring together community organisations, local authorities, emergency planners, businesses, climate specialists and residents to share practical ideas and inspire action.

The programme will feature expert speakers, interactive discussions and networking opportunities focused on some of the most important issues facing our communities, including emergency preparedness, flood resilience, nature recovery, youth leadership and climate adaptation.

You'll hear from organisations with real-world experience of responding to emergencies and building resilience, while exploring how we can strengthen local preparedness and support communities to thrive in the face of future challenges as well as a showing of the *National Emergency Briefing*.

Interested in hosting a stall with us or have any questions? Please email climate@huntingdonshire.gov.uk

Register for your place here:
Annual Climate Conversation 2027 Registration

We look forward to seeing you there