

# MELBOURN PARISH COUNCIL MINUTES

DRAFT MINUTES SUBJECT TO FORMAL RATIFICATION AT THE NEXT PLANNING MEETING.

Minutes of the Planning Committee held on Monday, 11<sup>th</sup> January 2016 in the upstairs meeting room of the Community Hub at 7.15 p.m.

Present: Cllrs K Crosby (Chair), M.Linnette, I.Bloomfield, J Norman, J Hales, J Regan, R Gatward, B Tulloch

In attendance: The Clerk

**PL129/15 Apologies for Absence**

Cllrs Sherwen and Cllr Stead for health reasons.

**PL130/15 Declarations of Interest:**

N/A

**PL131/15 Minutes of the meeting held on 7<sup>th</sup> December 2015:**

**IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR BLOOMFIELD AND AGREED THAT MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> DECEMBER, 2015 BE SIGNED AS A TRUE RECORD.**

**PL132/15 Report on the last meeting: 7<sup>th</sup> December 2015**

Nothing to report

**PL133/15 To consider any matters concerning the Village Car Park:**

Cllr Linnette confirmed Melbourn Parish Council has still not received the final costing from Interserve.

BT has still yet to arrive on site to complete the line installation. The first date was 22 December 2015 and second date was today (11/1/16). Cllr Linnette to chase BT contact Julie Harris on 12 January 2016.

Cllr Linnette suggested replacing the fence on the Beeton Close side of the workshop and closing the opposite side with a gate to stop members of the public gaining access to the back. **ACTION: The Clerk to ask Ashton Renovation for a quote for this work.**

The existing car park signage in the car park is to be cleaned by the Ranger. **ACTION: The Ranger.** The 3 Tonne car park sign is still to arrive. **ACTION: The Clerk to chase Sweetts Group to confirm delivery date.**

The position of the kebab van has caused residents to complain as when he arrives onto site his new location is usually taken up with cars already being parked there. To prevent this from happening two signs will be placed on the fencing facing the two parking bays next to the motorcycle area. The signs will read

“THIS SPACE – NO PARKING AFTER 3PM”

In addition to this the two spaces will be marked in yellow paint to separate them from the other spaces on the car park. **Action: The Clerk**

Cllr Linnette commented that members of the public are using the left hand side of the bus shelter as a walk way and treading over the grass/mud area. This area will now be block paved and the kerb from the car park will be painted with white paint. **ACTION: The Clerk to contact Ashton Renovations for a quote to do this work.**

The landscaping of the car park is still to be completed. **ACTION: The Clerk to ask Herts Grounds Maintenance to make contact with Cllr Gatward.**

Cllr Linnette asked the question "Should there be a sign on the Car Workshop, confirming what the building is"?  
The committee agreed there was no need for a sign.

Cllr Linnette raised the concern about the fire safety information we are awaiting from Interserve. The Clerk confirmed this has been received and copies had been sent to The Ranger and Cllr Linnette. **ACTION: The Clerk to forward details again.**

Cllr Hales reported that the old street light located on the left hand side pathway as you enter the car park should have been disconnected and removed as this was stated in the original contract.

Cllr Hales confirmed he had walked past the lamppost prior to the meeting and it has not been disconnected as it was still "buzzing".  
**ACTION: The Clerk to seek confirmation from Sweetts Group.**

Cllr Regan raised his concern that prior to completion of the car park the following paper work must be received as soon as possible as without this Melbourn Parish Council will not settle final payment.

- Electrical Test Certificate
- O&M Manual for reviewing and approving
- A list of Interserve's Sub Contractors
- Final costing from Interserve

**ACTION: The Clerk to chase Sweett Group.**

- PL134/15 To receive any notification or planning consultation documents.**
- (a) Notification granting permission for solid wall external insulation at 5 Meadow Way, Melbourn, Royston, Cambridgeshire, SG8 6EA S/2826/15/FL was noted.

**PL135/15 To consider the following planning applications**

- (a) Planning application – Outline application for the erection of timber framed eco-friendly detached house (all matter reserved) at Orchard Cottage, Bury Lane, Meldreth, Royston, Cambridgeshire, SG8 6DF S/2244/15/OL was refused with the following comments:

There is a lack of detail on the location plan, lack of detail as to what is to be built, no materials are suggested and there is no consideration as to access to highway. Without this information we cannot approve this application. Clarification as whether this is in Melbourn or Meldreth would be useful.

**ACTION: The Clerk to ask if Meldreth Parish Council received this application too.**

**PL136/15 Correspondence:**

- (a) Consultation on the Strategic Policies identified for Neighbourhood Planning purposes  
Due to the intensity and large workload required it was agreed by all that this matter should be remitted to Melbourn Futures Committee on 27 January 2016. MFC to contact officers from SCDC to talk through the documentation.

An Extraordinary Full Parish Council Meeting will be held at 7.15pm on Monday 15 February prior to Planning to discuss and review the outcome and findings from Melbourn Futures Committee.

**ACTION: THE CLERK**

- (b) Development of Land 31 The Moor, Melbourn – S/1422/14/VC  
Payment of Public Open Space and Community Facilities Contributions

This matter was submitted to Full Parish Council on 25<sup>th</sup> January 2016. The Chair and Vice Chair to sign the documentation.

- (c) Any correspondence received by the time of the meeting  
None

**PL137/15 To accept notices and matters for the next agenda**

None

**The Chairman closed the meeting at 8.13 p.m.**