

**MELBOURN PARISH COUNCIL  
MINUTES**

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

**Minutes of the Planning Committee held on Monday, 15<sup>th</sup> February 2016 in the upstairs meeting room of the Community Hub at 7.27 p.m.**

**Present: Cllrs Tulloch, M.Linnette, J Regan, R Gatward, C Stead, J Norman.**

**In attendance: The Clerk**

**PL151/15 Apologies for Absence:** Cllrs Sherwen, Cllr Crosby, Bloomfield for health reasons, and Cllr Mulcock for personal reasons.

**PL152/15 Declarations of Interest:**  
There were no declarations to be made.

**PL153/15 Minutes of the meeting held on 11<sup>th</sup> January 2016:**  
PL141/15  
Cllr Gatward commented that the word "block paved" should be changed to "tarmac".

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR STEAD  
AND AGREED THAT MINUTES OF THE MEETING HELD ON 1<sup>ST</sup>  
FEBRUARY 2016 BE SIGNED AS A TRUE RECORD.**

**PL154/15 Report on the last meeting: 1<sup>ST</sup> February 2016**  
PL133/15

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.**

**Cllr Linnette has talked through the requirements with Ashton Renovation. Awaiting Quote**

The existing car park signage in the car park is to be cleaned by the Ranger. **ACTION: The Ranger.**  
**The car park sign has been cleaned.**

The 3 Tonne car park sign is still to arrive. **ACTION: The Clerk to chase Sweetts Group to confirm delivery date. The Clerk has chased Sweetts for this information.**

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 : Signs have been ordered from Unlimited Logos**  
**Cllr Linnette has spoken with Ranger about this.**

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.**

**Cllr Linnette has asked Ashton Renovations for a quote to carry out 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. Herts Ground Maintenance and Cllr Gatward have now spoken**

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. The Clerk sent details again for The Range and Cllr Linnette to discuss**

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. The Clerk has been in contact with SCDC. The legal department are working on this and have yet to send a response.**

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 Sweetts Group. The Clerk has chased four times for this documentation. Awaiting response**

PL136/15

- (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.  
**This was on the agenda for MFC on 27 January 2016.**

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. The Clerk will invite councillors to the Extraordinary Meeting of the Parish Council on Monday 15 February.**

## **PL142/15**

Cllr Linnette confirmed Melbourn Parish Council has still not received the final costing, and electrical test certificate and O&M Manual from Interserve. **The Clerk is still chasing.**

The electrical certificates and Health and Safety File Handover have been received by MPC

Cllr Linnette raised the issue that the outside wall to the pavilion appears to have paint peeling off from it. Cllr Linnette to investigate whether anti-graffiti paint was used?" **ACTION: CLLR LINNETTE**

District Cllr Hales mentioned could the car park sign on the left be straightened as it appears to be unbalanced. **ACTION: THE CLERK – On the Rangers Job List**

Cllr Linnette raised the issue about the fire safety information. **ACTION: CLLR LINNETTE AND THE RANGER TO COMPLETE. On Rangers Job: List**

## **PL143/15**

After discussion Melbourn Parish Council suggested the following Brownfield Sites:

- Pet Reks and Yard
- BT Exchange

The garages located at the end of Fordham Way. (Although District Cllr Hales commented planning permission has already been agreed at this site). **ACTION: THE COMMITTEE WERE ASKED TO SEND ANY FURTHER IDEAS AS SOON AS POSSIBLE TO DISTRICT CLLR HALES.**

**COMMITTEE TO SEND IDEAS TO DISTRICT CLLR HALES**

## **PL144L/15**

Melbourn Parish Council is to engage with South Cambridgeshire District Council to run training courses for councillors relating to Proposed Delegation on Planning. These training courses will be funded by Melbourn Parish Council.

**ACTION: DISTRICT CLLR HALES TO SPEAK WITH OFFICERS FROM SCDC PLANNING COMMITTEE TO SEE WHAT COURSES THEY CAN OFFER MPC.**

The Clerk to create a Planning Policy Folder to ensure up-to-date policies are available for immediate use at Planning Meetings. **ACTION: THE CLERK**

It was discussed about a Conservation Policy being included as an extended part of Melbourn Neighbourhood Plan. **Cllr Hales**

## **PL145/15**

### **Assets of Community Value Application**

The Community Right to Bid for Assets of community value was discussed.

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR REGAN THAT AN APPLICATION SHOULD BE COMPLETED ON BEHALF**

**OF MELBOURN PARISH COUNCIL.  
ACTION: DISTRICT CLLR BARRETT AND HALES TO COMPLETE  
ASSETS OF COMMUNITY VALUE NOMINATION FORM**

**PL155/15 a) To Consider any matters concerning the village car park.**

Cllr Linnette is still in discussion with BT (CEO Department) as to when they will attend site.

Interserve are still to send MPC the final invoice for the project. **ACTION: THE CLERK TO CHASE**

- b) To discuss the following quotes: (Appendix 1)
- Workshop Fencing. The Clerk to chase Cambridge Fencing for their quote before making a decision. **ACTION THE CLERK**
  - Workshop Stud Wall – This has been put on hold until the new financial year.
  - Pavers and Paint work. The Clerk to ask Ashton Renovation to re quote for this work taking out the work to paint yellow lines around the 2 spaces where the kebab man parks and can they confirm type of material that will be used, the depth of hard-core and thickness of tarmac. **ACTION: THE CLERK.**

**THE CLERK TO EMAIL RESPONSE FROM ASHTON RENOVATIONS.  
THE COMMITTEE WERE ALL IN FAVOUR OF THIS PIECE OF WORK BEING CARRIED OUT.**

Cllr Linnette read out an email from a resident about the lack of visibility of the bollards outside the Coop for the partially sighted people. **IT WAS AGREED BY THE COMMITTEE THE TOP SIX INCHES OF EACH BOLLARD BE PAINTED WHITE.**

**PL156/15 Changes to Proposed Scheme of Delegation – District Cllr Hales and Barrett to report back on Planning Training from SCDC and to discuss and adopt a written policy concerning Planning Committee Meetings.**

District Cllr Hales and Barrett have discussed training with SCDC Officers and they agree it would be a good idea. They are in the process of looking at viability and costs. District Cllr Hales and Barrett will brief the committee when they know more.

**PL157/15 Assets of Community Value Application – Update from District Councillors Hales and Barrett. Re completing Community Value Nomination Form**

The process is ongoing and District Cllr Hales and Barrett will brief the committee at the next meeting.

**PL158/15 To receive any notification or planning consultation documents.**

- (a) None to report  
(b) Any notifications received up to the time of the meeting.

**PL159/15 To consider the following planning applications**

- (a) Certificate of Lawfulness of proposed works to listed building to replace like for like corrugated steel roofs on Garner Barn and Double garage including any necessary repairs to supporting

rafters etc; Replace framed wooden double garage doors with doors identically constructed but providing full width access for two cars; and reset wonky chimney pot on main house. At Lordship Farm, 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. S/0141/16/LD For information only.

**PL160/15 Correspondence:**

Any correspondence received at the time of the meeting:  
There were nothing to report

**PL161/15 To accept notices and matters for the next agenda**

District Cllr Hales and Barrett to report back on Planning Training available from SCDC.

**The Chairman closed the meeting at 7.44p.m.**

## APPENDIX 1



# ASHTON

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## Renovations

**Quote Number 108**  
02-02-2016  
Ashton Renovations  
Unit 2, Lumen House  
Lumen Road  
Royston  
Hertfordshire  
SG87AG

Sarah Adam

Melbourn Parish Council

Dear Sarah,

Please find below an ammended quotation for works at the new Melbourn High Street Car Park.

### Workshop Fencing

- Supply and install a gate with lock to back right of workshop in same style as fencing.
- Supply and install slated fencing approximately 1 meter to the back left of the workshop to create a closed of area for storage only accessible via the gate.

*Quotation £765.00*  
*Total Quotation Including VAT £918.00*

### Workshop Stud Wall

- Build a four inch stud wall across the middle of the workshop, dividing the car port area from the workshop area.
- Supply and install 12.5mm plasterboard to the wall and two FD 30 minute fire proof wooden plain doors to link the areas.

*Quotation £1,565.00*  
*Total Quotation Including VAT £1,878.00*

### Pavers and Paint Work

- Dig out approximately 2 meters squared of ground by bus stop for new tarmac area.
- Lay hardcore footings base and lay tarmac to provide suitable crossing between bus stop and the car park. Paint curb white.
- Paint over two currently white parking spaces in yellow paint to prevent parking.

*Quotation £895.00*  
*Total Quotation Including VAT £1,074.00*

### Site

- To keep the property clean, secure and tidy at all times.
- To remove all waste product from the property.

Yours Sincerely

Kieran Butler

01763 290335 or 07525173278  
kieran.butler@ashtonrenovations.co.uk

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