

**MELBOURN PARISH COUNCIL  
MINUTES**

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

**Minutes of the Planning Committee held on Monday 4 April 2016 in the upstairs meeting room of the Community Hub at 7.15pm.**

**Present: Cllr Crosby (Chair), Cllr Tulloch, Cllr Stead, Cllr J Regan, Cllr R Gatward, Cllr J Norman, Cllr Bloomfield, Cllr Linnette, Cllr Parton, Cllr Hart**

**In attendance: The Clerk**

**PL184/15 Apologies for Absence:** Cllr Sherwen due to ill health and Cllr Mulcock for work commitments.

**PL185/15 Declarations of Interest:**  
There were no declarations of interest to be made,

**PL186/15 Minutes of the meeting held on 14<sup>th</sup> March 2016:**

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR TULLOCH AND AGREED THAT MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> MARCH 2016 BE SIGNED AS A TRUE RECORD.**

**PL187/15 Report on the last meeting: 14<sup>TH</sup> March 2016**

**11/1/16- PL133/15**

**The Ranger.** The 3 Tonne car park sign is still to arrive. **ACTION: The Clerk to chase Sweetts Group to confirm delivery date**

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. **The Clerk has chased again.**

The Clerk has been in contact with SCDC. The legal department are working on this and have yet to send a response. There are staffing issues at SCDC Legal department which are causing delays receiving this information.

**1/2/16 – PL142/15**

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

Cllr Linnette raised the issue about the fire safety information. **Cllr Linnette and The Ranger to Complete**

**15/2/16 – PL156/15**

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.**

**District Cllr Hales and Barrett to report back to next meeting.**

**15/2/16 PL157/15**

**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. ACTION: TO REPORT BACK AT NEXT MEETING.**

**15/2/16 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. **See attached letter that has been sent to Sweets.**

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

- 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. The Clerk has chased Cambridge Fencing for their quote. Remarkably cheaper. Cllr Linnette and The Clerk have actioned this work to be carried out. 3-4 weeks until work carried out**
- 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.**

New quote arriving and explanation by Monday 29<sup>th</sup> February. Quote didn't arrive. Onto next Planning Agenda- 14<sup>th</sup> March.

**29/2/15 – PL166/15**

In March 2015 the resident of 32 Beeton Close was approved permission by Melbourn Parish Council to place a skip at the rear of the car park next to the back of the fence, backing onto their garden. Cllr Linnette has since found the bolts missing and the fence panel is being held up by string. **ACTION: THE CLERK TO ASK CAMBRIDGE FENCING TO QUOTE TO REPAIR THIS WORK AND ASK RESIDENT OF 32 BEETON CLOSE TO PAY FOR THIS WORK.**

The Ranger has looked at this fencing. A bolt has only come loose and The Ranger has confirmed he can secure the fence properly. The Clerk has written a letter to 32 Beeton Close asking for The Ranger to access their property to repair the fence. Parish Office awaiting confirmation from the resident to gain entry. The actual address has been confirmed as 31 Beeton Close. The Clerk has written again. Awaiting response.

B)To discuss the following quotes:  
Tarmac Path. The quote did not arrive in the Parish Office time for the

meeting. **ACTION: THE CLERK TO PLACE ON NEXT PLANNING AGENDA 14 MARCH**

**29/2/16 PL171/15**

B) Taxi Headquarters, The Moor, Melbourn  
District Councillors Jose Hales and Val Barrett are pursuing the matter with Officers from South Cambs District Council and will brief the Parish Planning Committee once they have more information.

**ACTION: THE CLERK TO FORWARD CORRESPONDENCE ONTO COUNCILLORS FOR INFO. COMPLETE**

**This is now being dealt with by District Councillor Hales and Barrett.**

**14/3/16 PL177/15**

**To Consider any matters concerning the village car park.**

- a) Cllr Linnette meet the BT Openreach Engineer confirmed the Conduit from the workshop to the High Street is not in useable condition. BT Openreach Engineer has reported that the Grey BT Conduit is blocked by cement in the bend inside the workshop. Interserve and Sweets have been informed of this and still awaiting a reply.

Discussion with Sweets on 12 April. Interserve confirming not their responsibility.

CCTV engineer attended the Parish Office and confirmed access for the CCTV can be connected through WiFi. CCTV Engineer to discuss with Cambridgeshire Police. **ACTION: CLERK TO ENSURE THIS HAPPENS. Cllr Hales in contact with Cambridgeshire Police.**

Interserve are still to send MPC the final invoice for the project. **ACTION: THE CLERK TO CHASE – Meeting with Sweett Group – 12 April 2016**

In March 2015 the resident of 32 Beeton Close was approved permission by Melbourn Parish Council to place a skip at the rear of the car park next to the back of the fence, backing onto their garden. Cllr Linnette has since found the bolts missing and the fence panel is being held up by string. **THE CLERK HAS ASKED RESIDENT TO ACCESS PROPERTY TO REPAIR FENCE. AWAITING RESPONSE FROM RESIDENT. Letter now been sent to 31 Beeton Close. Await response.**

b) To discuss the following quotes:  
Tarmac Path. The committee felt this quote was too expensive. The Clerk to contact North Herts Tarmac for another quote. **ACTION: THE CLERK TO CONTACT NORTH HERTS TARMAC AND TO PLACE ON NEXT PLANNING AGENDA. Cllr Sherwen to contact for quote.**

**PL188/15 To Consider any matters concerning the village car park.**

BT Open reach Engineer is in contact with Cllr Linnette and the BT connection should be complete w/c 11<sup>th</sup> April. Date to be confirmed to Cllr Linnette.

CCTV engineer attended the Parish Office and confirmed access for the CCTV can be connected through WiFi. CCTV Engineer to discuss with Cambridgeshire Police. **ACTION: Ongoing – Clerk to ensure this happens.**

Cllr Sherwen to meet with North Herts Tarmac to quote for resurfacing of pathway next to bus stop. **Action: Cllr Sherwen to arrange date.**

Melbourn Parish Council has arranged a meeting with Sweett Group on Tuesday 12 April 2016 to hold further discussions about the car park.

Cllr Linnette raised the subject about the recent newspaper article in the Royston Crow suggesting members of the Parish Council not using the newly refurbished car par, but instead parking on the High Street. Cllr Linnette would like to report the success of the new car park. On average, in one day there are at least 76 car moves within the car park by parents dropping off and collecting Primary School children and the usual parking activity. It is also proving to be very successful with the residents/visitors of Melbourn.

**PL189/15 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. This item is still ongoing.

**PL190/15 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.

**PL191/15 To receive any notification or planning consultation documents.**

- (a) The Council hereby grants permission for Two storey side extension and single storey rear extension at Ashlea House, Cambridge Road, Melbourn, Royston, Cambridgeshire, SG8 6EY. S/2985/15/FL - Decision Approved.
- (b) Any notifications received up to the time of the meeting. There was nothing else to report.

**PL192/15 To consider the following planning applications**

- (a) Application for Single Storey rear extension to storage unit at 2 Saxon Way, Melbourn, Cambridgeshire, SG8 6DN. S/0706/16/FL **IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR TULLOCH THIS APPLICATION WAS APPROVED. THIS WAS CARRIED BY ALL.**
- (b) Application for two side extension. First floor front extension. Single storey side extension. New detached double garage at 1 Spencer Drive, Melbourn, Royston, Cambridgeshire, SG8 6HP. S/0641/16/FL. **IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR BLOOMFIELD THIS APPLICATION WAS APPROVED. THIS WAS CARRIED BY ALL.**

**PL193/15 Correspondence:**

There was no correspondence to report.

**PL194/15 To accept notices and matters for the next agenda**

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

- Quote from North Herts Tarmac
- Update on Car Park
- District Cllr Hales and Barrett to report back on Assets of Community Value Application

**The Chairman closed the meeting at 7.32pm.**