

**MELBOURN PARISH COUNCIL**  
**DRAFT MINUTES**

**Minutes of the Extraordinary Meeting of the Parish Council held on Thursday, 21 September 2017 in the Atrium of Melbourn Community Hub at 7.30pm.**

**Present : Cllr Norman (Chair), Cllrs Buxton, Cross, Hart, Gatward, Hales, Porter and Regan.**

**In attendance: The Assistant to the Clerk, District Cllr Barrett, Mr Robert Eburne (Hopkins Homes) and 8 members of the public**

**1. To receive any apologies for absence**

Apologies were received from Cllrs Clark, Kilmurray and Travis for personal reasons.

**2. Declarations of Pecuniary or Non-Pecuniary Interests of councillors regarding items on the agenda**

There were no declarations of interests made

**3. Notification of Reserved Matters Application for approval of details of appearance, scale, layout and landscaping for the construction of 199 dwellings, garages, roads, footpath/cycleways, open spaces (including strategic green buffer, children's play area and ancillary green spaces) together with associated drainage infrastructure and other associated works in respect of Outline Planning Permission S/2791/14/OL (The application relates to the site which was not subject to an Environmental Statement) at Land to east of New Road, New Road, Melbourn, SG8 6BX. Mr Robert Eburne, Hopkins Homes Ltd. S/2590/17/RM**

The Chair opened the meeting and introduced Mr Robert Eburne from Hopkins Homes. Mr Eburne thanked the Parish Council for giving him the opportunity to make a presentation and provided some background on the application for the development. Hopkins Homes are appointed by Peterhouse College following the successful appeal. Mr Eburne noted that the appeal was successful due to:

- Lack of supply of housing in the district;
- On balance, the positives outweighed the negatives.

The outline Planning Permission set out key rules to be followed:

- is an 'in principle' permission;
- reserved matters are landscaping;
- lay out; and
- appearance and design.

Mr Eburne provided some background Hopkins Homes and noted that as a result of the Parish Council's objections to the development, additional checks and balances have been put in place. Attention was drawn to the perimeter plan which forms part of the outline planning permission. Noted that Hopkins Homes have been involved in other developments in villages and small market towns.

Key factors highlighted by the District Council include:

- green buffer (35 meters deep) which will be a useable open space and will essentially become a new edge of the village;
- landscaping – Hopkins Homes to provide planting. The Parish Council has requested that Hopkins Homes give a firm indication of the numbers of plants per square meter;
- design of the development.

Community

There will be a legal agreement covering payments to be made by Hopkins Homes to the Parish Council in respect of the development. The infrastructure benefits will be paid as the development progresses, not retained until the development is finished.

Character

Hopkins Homes have been involved in other developments in small villages and market towns. Full details of the development are available on the SCDC planning website.

#### Connectivity

Improvements to the highways to be undertaken, including work on New Road.

#### Climate

Proposed to make most energy efficient scheme in the local area, in the region of 20% reduction.

Mr Eburne presented base plan and noted that landscaping plan is to be finalised but will include:

- green area
- play area
- emergency access will be restricted to emergency vehicles but there will be pedestrian right of access

Some design changes have been made in response to concerns raised by the public. (Noted that the care home on the site is to be built by Octopus Healthcare.):

Highlighted the various housing designs (mostly two storey), including height of buildings which are well within Planning Department guidelines. Mr Eburne responded to comments which had been received:

- Hopkins Homes will try to retain the roadside hedge if possible
- Will seek to retain rural feel to boundaries
- have changed some of the car parking including concealing parking spaces.

Mr Eburne responded to concern which had been raised by Melbourn Futures Group about off site highways works including widening of the footpath and changes from speed bumps to speed cushions.

At 8.05pm the Chair suspended Standing Orders to allow questions from the public – the following questions were put to Mr Eburne:

*‘What is happening on the land at the present time?’*

Response : An archaeological brief was underway. This will include a written survey including an area which is stripped for archaeological investigation. This will be done in phases in different areas of the site. It is a requirement of CCC and is likely to take 7-8 weeks. This is a condition of the planning permission and the cost of the investigation is met by Hopkins Homes. The final report will be made available to the public.

*‘What are the implications if something is found?’*

Response: If the ground radar fails to show anything, then trial trenching will take place. Site stripping will then focus attention on particular areas. If anything is found, the plans will be amended to take account of this.

Further explanation of the process of the development including drainage and protection of trees etc. The first draft of a construction management plan has been submitted concerning traffic movements and hours of work which will take account of conditions attached to the planning permission – in particular:

- no parking on New Road.
- Proper H&S zone
- Parking on site
- Turning out on the A505 as the designated route.
- A system in place to stop deliveries outside of designated hours.

These arrangements will be monitored and action taken against anyone not complying.

*'Will the building be in phases?'*

Response: The development will be approximately 40% affordable housing. Properties will be built in stages and sold.

*'What are the planned phases for the build?'*

Response: Some of the soil will be relocated to the buffer area. There will be areas of restricted height zones. Green buffer must be landscaped and handed over before the next phase of building.

*'What about site security?'*

Response: The site will be fenced. Site compound including office will be located in a secure area for the duration of the development.

*'How will the Hopkin Homes development progress alongside Octopus Health – what are potential difficulties?'*

Response: The arrangement of two developers working alongside each other is not unusual. Octopus will most likely have their own compound area. Hopkins Homes already own some of the site whereas Octopus Health do not. Mr Eburne also noted that he has raised some issues with the care home application.

*'What is the time scale for landscaping?'*

Response: The landscaping plan is delayed. SCDC have requested detailed planting scheme. IDP has prepared this. Noted that the Parish Council may maintain the landscaping on the development. Also noted that the legal agreement sets out some conditions to be adhered to. Noted that landscaping is required to be done in advance of all properties being built and sold.

*'What about the pathway between the care home site?'*

Response: The pathway was proposed following a meeting with planning. Mostly likely it would only have occasional use.

*'What about sewerage?'*

Response: There is a requirement to upgrade sewerage system (condition 9) and noted that money has already been paid for this. Surface water will be dealt with by way of soak-aways.

There being no further questions from the public, the Chair re-imposed Standing Orders at 8.35pm. The Chair then invited questions from Councillors – the following questions were put:

*'As Peterhouse is the landholder, will they retain any interest once the project is completed?'*

Response: Peterhouse will not retain an interest in the land. Hopkins homes already own part of the site. Archaeology work is being done under licence on the land still owned by Peterhouse.

*'Please provide further information with regard to condition 9 relating to sewerage'*

Response: Ben Barker of Hopkins Homes is dealing with this and can provide further information.

*'With regard to the pumping station on the east of the site, where will it connect to the existing network. How advanced are the plans, bearing in mind that Anglian Water include 50% slack in the system.'*

Response: This will meet at east of New Road and will connect up with the gravity system. Further information will be provided to the Parish Council with regard to the Anglian Water response regarding slack in the system.

*'With regard to the climate section of the 4 key design elements, do the houses in the development have a different coding upon which the 20% reduction is based?'*

Response: Noted that 20% reduction is significant and made up of a number of small elements:

- Energy efficiency;
- Energy use
- Energy production

Noted that heat recovery systems will be in all properties on the development.

*'SCDC are very interested in fuel poverty. Low cost housing will benefit from heat recovery systems. Are the plans still being prepared and will they be made available to the Parish Council?'*

Response: Confirmed that plans are still being prepared subject to some amendments but will be made available to the Parish Council.

*'What is the width of the emergency road?'*

Response: Width is 3.7 meters – sufficiently wide for an ambulance. Emergency access is required as there is only one point of access. Developments over 150 homes require more than one access point.

*'Concern that the estate appears to be very condensed.'*

Response: The development is not particularly high density.

*'Concern that the development is isolated from the main village.'*

Response: This is the nature of outline developments.

*'What is the house density per head?'*

Response: There will be 199 homes on 11 hectares. Less than 20 dwellings per hectare is low density and 33-40 dwellings per hectare is high density.

*'It should be noted for the record that Melbourn Futures have developed a good working relationship with Hopkins Homes:*

- *The buffer zone of 35meters is significant and much greater than usual.*
- *The quality of homes is very good.*
- *Amendments requested to cycle path have been taken on board.*

- *No homes to be occupied until sewerage arrangements are in place.*

*Is there a time scale for run-off water to be finalised?’*

Response: There are issues to be resolved. Work will start on site February/March 2018. Hopkins Homes will write to SCDC when the project starts to trigger s106 payments.

*‘Is the boundary accurately shown on the plan, including the boundary with the by-way?’*

Response: The boundary is accurately shown. A stock proof fence will be in place.

*‘Will money be available for maintenance of green areas?’*

Response: Confirmed. There will be a costing exercise to work out funding for maintenance of areas and also conservation areas. Noted that this is a large area of open space. There will be no cost to the Parish Council.

*‘Please provide further details of ‘greening’ of the site’*

Response: Hopkins Homes are keen on contractual conditions on home owners including parking of certain vehicles and changing the appearance of properties (including windows). Noted that there is likely to be a condition that is in place for some years (example was given of another development where conditions were still in place after 17 years.)

*‘Documentation is requested, particularly with regard to conditions on householders.’*

Response: Hopkins Homes will devise a plan setting out the areas included and how they should be maintained.

*‘Can the Parish Council see the alternative proposal to the cycle way before it goes to CCC?’*

Response: Confirmed that plans will be available to the Parish Council prior to submission to CCC and the Parish Council's comments taken into account.

*‘What will be done to manage contractors and traffic going to the site?’*

Response: Confirmed that a web site and telephone number will be available. Atteen will be the company managing this for Hopkins Homes. Information will be available to the public on a week to week basis to allow issues to be dealt with as they arise.

*‘Can the Parish office be advised in advance of areas of construction on the site that may cause irritation to the public?’*

Response: Confirmed.

*‘Are details of social housing on the site available? Will there be discussion regarding housing associations?’*

Response: Confirmed.

*‘Site security should be addressed as another development in the village has experienced issues.’*

Response: Noted.

*'Maintenance will be expensive for the Parish Council – when will the money for this be available?'*

Response: Confirmed that the money will be available under s106 – the hope is that there will be flexibility to ensure the Parish Council is not put to additional expense.

*'Will white 'give way' lines be painted at junctions?'*

Response: Confirmed. Noted that speed bumps will be changed to speed cushions.

*'With regard to s278 agreement, is there an intention to move the 30mph sign – perhaps to the top of the hill?'*

Response: Noted that a Traffic Regulation Order is required to move a speed sign. Difficult for developers to achieve this. Suggested that '3, 2, 1' signs may be a good alternative.

At 9.20pm the Chair invited the Vice Chair of the Planning Committee to comment. There were no comments. Other Councillors were invited to comment. No comments forthcoming. The Chair then suggested that a decision be taken.

**IT WAS PROPOSED to support the reserved matters application without comment.**

**PROPOSED by Cllr Cross, SECONDED by Cllr Regan. All in favour. THIS WAS CARRIED.**

The Chair noted that it is recommended that this application is not submitted to SCDP Planning Committee.

**The Chair closed the meeting at 9.22pm.**