

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held in the Austen Room, The Community Hub, 30 HighStreet, Melbourn, SG8 6DZ on Monday, 8 November 2021 at 7.30pm

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Kilmurray (Chair), Barnes, Clark, Cowley, Hart, Wilson

Absent:

In attendance: Claire Littlewood – Parish Clerk

PL069/21 To receive and approve apologies for absence

None received

PL070/21 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received

PL071/21 To approve the minutes of the Planning Committee Meeting on 11 October 2021

It was:

RESOLVED to approve the minutes of the Planning Committee Meeting held on 11 October 2021 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

PL072/21 To report back on the minutes of the Planning Committee Meetings on 11 October 2021

PL064/21d) Site visit had taken place. Further action if required will follow formal transfer of the land.

PL073/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Planning Committee – 3 minutes per item)

There were no members of the public in attendance.

PL074/21 Decision Notices: To receive any Decision notices issued since last meeting.

None received.

PL075/21 Correspondence

- a) To receive an update with regard to transfer of the SGB at Kingley Grove, New Road

An update on recent inspection of the SGB was provided. Further detail with regard to commuted sum to be forwarded to developer for discussion.

- b) To receive an update with regard to transfer of the open spaces at Victoria Heights

An update was provided with regard to transfer of two small lawned open spaces which will take place of completion of both areas. A member queried whether local residents should be canvassed on whether they would like play equipment to be installed on the open spaces. Further discussion with regard to the Parish Council adopting the cemetery access road. Members noted concern for potential ongoing insurance and maintenance obligations. A member queried whether County Highways would adopt the road. Noted that the road is very

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narrow and may not meet County Highways criteria for adoption. Noted that this is a matter for full Council to consider.

ACTIONS:

- Clerk to seek advice from County Highways on adoption of road.
- Clerk to contact other parishes to see if any have adopted roads.

A member suggested that future planning applications should ensure that roads meet County Highways criteria for adoption.

c) To note the First Proposals Consultation period for the Local Plan

Details of online and in person events to support the First Consultation for the Local Plan to run from 1 November to 13 December was made available. Responses are invited from local residents as well as Parish Councils. All local people are encouraged to engage with the consultation. A drop in event is to be held at The Hub in Melbourn on Saturday, 13 November 2021.

PL076/21 To note the following applications for tree work

- a) [21/1323/TTCA](#) Site address: 12 High Street Melbourn Royston Cambridgeshire Proposal: T1 - Lime - cut back all overhanging branches to fence line by two metres. Trees are encroaching onto property and causing shading

This was noted.

- b) [21/1441/TTCA](#) Site address: 30 High Street Melbourn SG8 6DZ Proposal: T1 - Silver Birch - Fell to ground level

A member queried whether it was necessary to completely fell the tree. It was noted that the tree is dead. The application was noted.

PL077/21 Planning Applications:

- a) [21/03051/HFUL](#) Proposal: Variation to the existing driveway to provide an in/out drive Site address: 9 Dolphin Lane Melbourn SG8 6AF Applicant: Mr & Mrs K Fox.

Discussion with regard to a previous unsuccessful application to alter the driveway. It was noted that the area on the driveway was reduced due to other building on the plot. Concern was noted with regard to planned removal of hedging. Concern also noted that conditions suggested by Highways may be difficult to achieve and are often not enforced. A member noted that it is unfortunate that the applicants have not attended a Planning Committee meeting as this would have provided an opportunity to support their application.

It was:

RESOLVED to object to the application on the grounds that:

- it will be necessary to remove part of the hedge;
- there appears to be insufficient information on the planning application as to whether residents can comply with the extensive Highways requirements; and
- Highways objected to a previous application and it does not seem that anything has changed since that time.

Proposed by Cllr Cowley, seconded by Cllr Wilson. All in favour.

- b) [21/01795/FUL](#) Proposal: Construction of 5 No. industrial units. Site address: 3 Back Lane Melbourn SG8 6DD Applicant: Mr Parmir Rai.

It was:

RESOLVED to support the application on the basis that the conditions with regard to tree protection and use of existing footings as set out on drawing number 5817480 are strictly adhered to.

Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.

- c) [21/04235/FUL](#) Proposal: Change of use from agricultural land to a secure dog walking/exercising/training area. Erection of secure boundary fencing, gates and mobile field shelter on timber skids Site address: Land At Summer House Farm New Road Melbourn Royston Applicant: WTV Wedd & Sons

It was:

RESOLVED to support the application with no comment.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) [21/04583/HFUL](#) Proposal: Single storey rear annex extension Site address: 7 Spencer Drive Melbourn Royston Cambridgeshire Applicant: John Byford.

Discussion with regard to the size of the proposed extension. Concern was noted as to the location of the ASHP in proximity to the neighbouring property as it was noted that planning guidance states that this should be at least 1 metre from the boundary.

It was:

RESOLVED to object on the grounds that the air source heat pump (ASHP) is within 1 metre of the neighbouring property and therefore does not comply with planning guidance. If the ASHP is located more than 1 metre from the boundary Committee indicated that it would be willing to support the application.

Proposed by Cllr Wilson, seconded by Cllr Hart. All in favour.

PL078/21 Enforcement updates: To consider any enforcement updates received since last meeting

None received.

PL079/21 To note the date of next meeting : 13 December 2021

The date of the next meeting is Monday, 13 December 2021.

The meeting ended at 20:21

Signed:..... Dated:

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

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Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Kilmurray (Chair), Barnes, Clark, Cowley

Absent:

In attendance: Claire Littlewood – Parish Clerk

PL058/21 To receive and approve apologies for absence

Apologies were received from Cllrs Hart and Wilson. Acceptable reasons were given.

It was:

RESOLVED to accept the apologies from Cllrs Hart and Wilson.

Proposed Cllr Clark, seconded by Cllr Cowley. All in favour.

PL059/21 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

PL060/21 To approve the minutes of the Planning Committee Meeting on 13 September 2021

It was:

RESOLVED to approve the minutes of the Planning Committee Meeting on 13 September 2021 as an accurate record.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

PL061/21 To report back on the minutes of the Planning Committee Meetings on 13 September 2021

PL053/21c) Stonebond have responded with details of remedial works to be carried out to verges. They have confirmed that entrance to Littlehands car park will be retarmacked.

PL062/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Planning Committee – 3 minutes per item)

There were no members of the public in attendance.

PL063/21 Decision Notices: To receive any Decision notices issued since last meeting.

None received.

PL064/21 Correspondence

- a) To note correspondence with regard to submission of Gamlingay's Neighbourhood Plan

This was noted.

- b) To receive an update with regard to transfer of the SGB at Kingley Grove, New Road

Further inspection of the SGB has been arranged for 13/10/21. Contractor has provided a quote for ongoing maintenance works. A breakdown has been requested by Hopkins Homes.

- c) To receive an update with regard to Project Birchwood

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It was:

RESOLVED to receive the update from SDC relating to Project Birchwood.

Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- d) To discuss and consider vehicular access across the open space on Greengage Rise

Noted that a resident appeared to have created vehicular access to a property bordering the open space. **ACTION:** Clerk to make further enquiries.

It was:

RESOLVED that on receipt of an update from Taylor Wimpey, the Clerk will write to residents of Greengage Rise with details of transfer of the land to the Parish Council and advising that no vehicular access across the open space will be permitted.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

PL065/21 To note the following applications for tree work

- a) [21/1150/TTCA](#) Site address:31 Station Road Melbourn SG8 6DX Proposal: T.1 Cedar - Reduce 1 lower branch by 2M back to re growth to reduce end weight over outbuilding roof. Remove lowest branch to crown lift tree and increase light.

This was noted.

- b) [21/1177/TTCA](#) Site address:38 High Street Melbourn SG8 6DZ Proposal: T.1 Yew - Crown reduce tree by 2.5 M to re shape canopy and create smaller tree to allow more light to court yard and house windows as the area has become very dark.

This was noted.

- c) [21/1281/TTCA](#) Site address:2 Lordship Drive Melbourn SG8 6EG Proposal: T3 - Prunus - looks to be in decline. Pollard to three metres, just above bird box. Trees are encroaching onto property and causing shading

This was noted.

PL066/21 Planning Applications:

- a) [S/4535/19/CONDK](#) Proposal: Submission of details required by condition 16 (Travel Plan) of planning permission S/4535/19/VC Site address: Melbourn Science Park Cambridge Road Melbourn Cambridgeshire Applicant: Melbourn Science Park Limited

It was:

RESOLVED to support the application with no comment.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

- b) [21/04207/HFUL](#) Proposal: Rear extension and loft conversion with dormer windows Site address: 36 Dolphin Lane Melbourn SG8 6AE Applicant: Mr & Mrs Tibbals.

Discussion with regard to the size of the proposed extension and the loss of garden/amenity area. Concern was also noted with regard to contractor parking and access to the site.

It was:

RESOLVED to object to the application on the following grounds:

- Overdevelopment
- The proposed extension is too big for the plot leading to loss of amenity for future owners
- The proposed extension is out of keeping with other properties in the area
- Potential overlooking of neighbour's property and subsequent loss of privacy

If planners are minded to approve this application, the Parish Council would ask for stringent restrictions on traffic movements to be imposed and a Traffic Management Plan should be put in

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place to avoid dangerous situations for local residents.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- c) [21/04138/LBC](#) Proposal: Reinforcement of misaligned purlins by installing a blocking piece to bring the surface in line then splicing the joint with a ply/steel splice plate. Site address: 2 The Moor Melbourn SG8 6ED Applicant: Fiona MacDonald.

It was:
RESOLVED to support the application with no comment.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) [21/04303/FUL](#) Proposal: Erection of a 1.5 storey side extension to side of existing cottage. Site address: 29A The Moor Melbourn SG8 6ED Applicant: Jones.

It was:
RESOLVED to support the application with no comment.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

PL067/21 Enforcement updates: To consider any enforcement updates received since last meeting

None received.

PL068/21 To note the date of next meeting : 8 November 2021

The next meeting of the Planning Committee will be held on Monday, 8 November 2021.

The meeting ended at 20:17

Signed:..... Dated:

MELBOURN PARISH COUNCIL
Planning Committee Meeting : 8 November 2021

Item: PL075/21c)

Public consultation on the First Proposals for the Plan is now open and will run until 5pm on 13 December 2021. We encourage all our communities, stakeholders, statutory consultees, and anyone with an interest in the future of Greater Cambridge, to respond.

Please visit our [Local Plan webpage](#) to find out how to explore the proposals and how to comment. Paper copies of the First Proposals can also be consulted at some Council offices and libraries around the area – please refer to the attached Public Notice. We are holding a number of online and in-person events during the consultation period, where planning officers will be available to answer questions. These include:

- 4 November, 12-1pm: Online event: About the plan and how to comment. [Join via Zoom](#), passcode 164536**.
- 10 November, 12-1pm: Online event: Explore the numbers for jobs and homes. [Join via Zoom](#), passcode 466746.
- 10 November, 6-8pm: [Cambridge East Community Forum](#)
- 11 November, 12-1pm: Online event: Explore the sites and spatial strategy. [Join via Zoom](#), passcode 390946.
- 11 November, 4-7pm: In-person drop-in event: Clay Farm community centre
- **13 November, 10am-1pm: In-person drop-in event: Melbourn Hub***
- 17 November, 12-1pm: Online event: Climate change and water. [Join via Zoom](#), passcode 643381.
- 17 November, 6pm: [North West and West Cambridge Community Forum](#)
- 18 November, 4.30-7.30pm: In-person drop-in event: Cambourne Hub
- 18 November, 6.30pm: [North Area Committee](#)
- 19 November, 10am-12pm: Abbey People community coffee morning, Barnwell Hub
- 20 November, 10am-12pm: In-person drop-in event: Barnwell Hub
- 24 November, 12-1pm: Online event: Biodiversity and green spaces. [Join via Zoom](#), passcode 482734.
- 25 November, 12-1pm: Online event: North East Cambridge: the Area Action Plan and the Local Plan. [Join via Zoom](#), passcode 400405
- 25 November, 3-7pm: In-person drop-in event: Arbury Community Centre
- 25 November, 6.30pm: [West Central Area Committee](#)
- 27 November, 9am-12pm: In-person drop-in event: Great Shelford Farmers Market
- 29 November, 7pm: [South Area Committee](#)
- 2 December, 6.30pm: [East Area Committee](#)

In addition, if you are a Parish Council or Residents Association, the Local Plan team will be attending the quarterly Forum meetings for which you will already have the details. These Forums are not open to the public.

Please comment using our online consultation tools, if at all possible. If you have difficulty commenting online, please contact us on 01954 713694 or localplan@greatercambridgeplanning.org and we will let you know the best way to comment using other methods.

Comments received during the consultation period will be fully considered and will inform the ongoing preparation of the plan. All comments received during the consultation period will be published. Please refer to our privacy notice for further details, which can be found on our website.

If you have any questions about the consultation, please consider attending our first webinar, or watching it back after the event. If you still have queries, please contact us using the details above.

Best wishes,
Greater Cambridge Local Plan team