

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held in the Austen Room, The Community Hub, 30 High Street, Melbourn, SG8 6DZ on Monday, 10 January 2022 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, Hart, Wilson

Absent:

In attendance: Claire Littlewood – Parish Clerk

PL091/21 To receive and approve apologies for absence

Apologies were received from Cllr Cowley and acceptable reasons given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

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

PL092/21 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 were received.

PL093/21 To approve the minutes of the Planning Committee Meeting on 13 December 2021

It was:

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

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

PL094/21 To report back on the minutes of the Planning Committee Meetings on 13 December 2021

There was nothing to report back.

PL095/21 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)

No members of the public were in attendance.

PL096/21 Decision Notices: To receive any Decision notices issued since last meeting.

- a) [21/02127/FUL](#) Proposal: Demolition of the existing workshop, conversion of the frontage building to a retail and/or office/financial and professional services use and 3 flats and the erection of one dwelling to the rear. (Re-submission of 20/02901/FUL) Site address: 7-9 Station Road Melbourn SG8 6DX

Decision: Permission Granted

MPC original comment: Support - no comment

This was noted.

- b) [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 .

Withdrawn

This was noted.

PL097/21 Correspondence

- a) To note confirmed Public Footpath Order

Signed:..... Dated:

This was noted.

- b)** To consider an update with regard to transfer of the SGB at Kingley Grove

An email from the District Landscape Architect was circulated to the meeting which indicated that the maintenance regime covered by the commuted sum proposed by the developer appeared to be insufficient and does not include all cuts set out in the LEMP. **ACTION:** Clerk to cross check Landscape Architect's comments against LEMP.

- c)** To consider an update with regard to transfer of the open spaces and access road at Victoria Way

Representatives of the Planning Committee conducted a site visit on 10 January to make a further inspection of the two open spaces to be transferred and also to look again at the access road to New Road Cemetery, particularly with regard to underground services. One open space is finished to a high standard and it is understood that the second open space will be completed to a similarly high standard. Noted that there are two manhole inspection covers on the completed open space and four on the area yet to be completed. Concern was noted with regard to the access road. It was noted that the road surface is not yet finished and it is unclear how the finished surface will be prepared. The three properties on the access road are currently paying £50pa towards future maintenance. Noted that maintenance may not be required for some years but that civil works for future road repairs may be very costly. Noted that the Parish Council has not adopted other roads in the village.

It was:

RESOLVED to recommend to full Council that the Parish Council will take transfer of the two open spaces, on completion of both to an acceptable standard and once established.

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

It was:

FURTHER RESOLVED to recommend to full Council that the Parish Council does not adopt the access road to New Road Cemetery.

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

- d)** To note withdrawal of local development documents

This was noted.

PL098/21 To receive an update on Birchwood Fields development

The report was noted.

PL098/21 To note the following applications for tree work

There were none

PL099/21 Planning Applications:

- a) [21/05167/HFUL](#) Proposal: Demolition of existing summerhouse and erection of a garden room Site address: 50A Orchard Road Melbourn Royston Cambridgeshire Applicant: Mrs Silverton.

It was:

RESOLVED to support the application with no comments.

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

- b) [21/05424/HFUL](#) Proposal: Two storey side extension and single storey front extension Site address: 56 Fordham Way Melbourn SG8 6JA Applicant: Mrs Lesley Hawk.

Discussion with regard to the scale of the proposed extension and also how extending the front of the property by 2 meters would impact neighbours. Noted that there is no notification to neighbours on the planning portal. Members were concerned that the proposed extension would not leave sufficient parking at the front of the property for 2 cars. Also noted that it was difficult to identify the property from the photos in the Design & Impact Statement as this appears to show the neighbouring property.

Signed:..... Dated:

It was:

RESOLVED to object to the application on the following grounds:

- Visual appearance is not in keeping with neighbouring properties.
- Concern over the extension of the ground floor at the front of the property by 2 metres and the impact on neighbouring properties. Note: There is no objection to the side extension provided that this does not extend forward of the existing footings.
- Concern that there will be insufficient space to park two vehicles at the front of the property between the extension and the existing footpath.

We would also note that there does not appear to be any notification to the neighbours of this proposed extension. In addition, the photos in the Design & Access Statements appear to show the neighbouring property making it difficult to identify the property under consideration.

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

- c) [21/05353/HFUL](#) Proposal: Single storey rear extension and block paving to drive. Site address: 15 Meeting Lane Melbourn SG8 6AN Applicant: Mr & Mrs P Page.

It was:

RESOLVED to support the application with no comment.

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

PL100/21 Enforcement updates: To consider any enforcement updates received since last meeting

There were none

PL101/21 To note the date of next meeting : 14 February 2022

The next meeting of the Planning Committee will take place on Monday, 14 February 2022

The meeting ended at 20:12

Signed:..... Dated:

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

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

Absent:

In attendance: Claire Littlewood – Parish Clerk (remotely)

PL080/21 To receive and approve apologies for absence

Apologies received from Cllr Hart. Acceptable reasons were given.

It was:

RESOLVED to accept the apologies for Cllr Hart.

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

PL081/21 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.

PL082/21 To approve the minutes of the Planning Committee Meeting on 8 November 2021

It was:

RESOLVED to approve the minutes of the Planning Committee Meeting held on 8 November 2021 as an accurate record.

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

PL083/21 To report back on the minutes of the Planning Committee Meetings on 8 November 2021

PL075/21b) Information requested from County Highways. Feedback from other parishes received. To be discussed further at full Council.

PL084/21 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.

PL085/21 Decision Notices: To receive any Decision notices issued since last meeting.

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

Decision: Permission Refused

MPC original comment: Support with comments re footings

This was noted.

- b) [S/0198/20/VC](#) Proposal: Variation of conditions 2 (Approved Plans), 3 (Materials), 7 (Play Area), 10 (Biodiversity Enhancement), 12 (Visibility Splays), 15 (Traffic Management Plan), 20 (Flood Prevention), 21 (Surface Water Drainage), 23 (Foul Water Drainage), 24 (Construction Environment Management Plan), 28 (Contamination), 31 (Energy Delivery Strategy), 36 (Second Floor Window Obscured), 37 (Archaeology) and 38 (Fire Hydrants) of planning permission S/2424/18/FL. Site address: 36 New Road Melbourn Royston Cambridgeshire SG8 6BY

Decision: Permission Granted

Signed:..... Dated:

MPC Original comment: Object

This was noted.

PL086/21 Correspondence

- a) To consider and discuss SCDG draft Street Trader Policy
This was noted.
- b) To note the Fulbourn Neighbourhood Plan
This was noted.
- c) To note Anglian Water Asset Maps
This was noted.
- d) To consider the adopted Melbourn Conservation Area appraisal
This was noted.

PL087/21 To note the following applications for tree work

- a) [21/1483/TTCA](#) Site address:19 High Street Melbourn SG8 6ER Proposal: T.1 Sycamore Crown reduce by 2M back to previous due to close proximity to house. T.2 laurel - Fell to ground level and remove stumps to re landscape area
This was noted.
- b) [21/1128/TTCA](#) Site address: 35 High Street Melbourn SG8 6DZ, Willow to fell. To receive an update on temporary Tree Preservation Order TPO 0048
This was noted.
- c) [21/1672/TTCA](#) Site address:35 High Street Melbourn SG8 6DZ Proposal: T.1 Weeping Willow (dead) - fell to ground level
This was noted.

PL088/21 Planning Applications:

- a) [21/04996/HFUL](#) Proposal: Single storey side extension and internal alterations Site address: 62 Greengage Rise Melbourn SG8 6DS Applicant: Mr. Keith Barrell

It was:
RESOLVED to support the application with no comments.
Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.
- b) [21/05078/LBC](#) Proposal: Removal, replacement and addition of internal and external linings to the rear of dwelling and structural alterations to strengthen existing floors, walls and roof. Site address: 10 High Street Melbourn SG8 6ER Applicant: Donald Purkiss and Associates LLP

It was:
RESOLVED to support the application with no comments.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) [21/05181/PRIOR](#) Proposal: Single storey rear extension Site address: 15 Greenbanks Melbourn Royston Cambridgeshire Applicant: Mr Antony Phillips.

It was:
RESOLVED to support the application with no comments.
Proposed by Cllr Clark, seconded by Cllr Wilson. All in favour
- d) [21/05121/HFUL](#) Proposal: Ground floor rear extension and associated landscaping works. Site address: 11 The Lawns Melbourn SG8 6BA Applicant: Welch.

Signed:..... Dated:

It was:

RESOLVED to support the application with no comments.

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

- e) [21/04583/HFUL](#) 7 Spencer Drive, Melbourn (updated plan) Single storey rear annex extension

It was:

RESOLVED to support the application with no comments.

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

- f) [21/05213/HFUL](#) Proposal: Single storey rear extension. Resubmission of 21/01424/HFUL Site address: 1 Garden End Melbourn SG8 6HD Applicant: Mr & Mrs Donovan
Concern was expressed with regard to spread of the roots from the fully mature Ash tree adjacent to the proposed extension. Noted that Ash have a wide root system which are likely to spread at least 10m from the trunk and may interfere with the building. Equally, the building may interfere with the root system of the tree. It was suggested to request input from the Tree Officer as the material planning consideration is loss of or affect on the tree.

It was:

RESOLVED to object to the application on the grounds that the root system of the tree may interfere with the building and conversely the building may interfere with the tree's root system. We would request the opinion of the Tree Officer, although we do not believe a visit is required as the canopy spread is clearly visible on Google maps satellite image dated 2020. If the Tree Officer is satisfied that the tree root system and/or building do not interfere with one another, the Parish Council will withdraw their objection to this application.

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

PL089/21 Enforcement updates: To consider any enforcement updates received since last meeting

An update was provided with regard to vehicles exiting the site of 59 High Street as concern was expressed over vehicles reversing on the main road. Planning Department indicated that no action was required and no objection raised by County Highways.

PL090/21 To note the date of next meeting :10 January 2022

The date of the next meeting is Monday, 10 January 2022.

The meeting ended at 20:01

Signed:..... Dated:

MELBOURN PARISH COUNCIL
Planning Committee : 10 January 2022

PL097 21a) Confirmed Public Footpath Order

Dear Sir or Madam,

For Your Information

On the 5th December 2021 South Cambridgeshire District Council confirmed a legal Order to divert part of Public Footpath No. 6 and stop up part of Public Footpath No. 8 in the parish of Melbourn. The Order has been made under Section 257 of the Town and Country Planning Act 1990.

The attached Order and notice shows the details of the modification which has been advertised on site and in the Royston Crow today (Thursday 16th December 2021).

Kind Regards,

James Stringer

Asset Information Definitive Map Officer

Asset Information, Box No. STA2101, Cambridgeshire County Council, Stanton Way Depot,
Huntingdon, PE29 6PY

**NOTICE OF CONFIRMATION OF A PUBLIC PATH ORDER
TOWN AND COUNTRY PLANNING ACT 1990 SECTION 257**

**The South Cambridgeshire District Council (Public Footpaths No. 6 & 8 Melbourn) Public
Path Stopping Up and Diversion Order 2021**

On 3 December 2021 the South Cambridgeshire District Council confirmed the above order. The effect of the order as confirmed is:

(a) to divert that part of Public Footpath No. 6, Melbourn running from a point in a field at Ordnance Survey Grid Reference (OSGR) TL 3822 4501 (Point A) and proceeding in a northerly, then north north westerly direction, for 109 metres to a junction with Public Footpath No. 8 at OSGR TL 3819 4511 (Point B), continuing in a north-easterly direction for 19 metres to a point at OSGR TL 3820 4513 (Point C). The path continues in a north-north-westerly direction for 31 metres to a point at OSGR TL 3819 4516 (Point D) **to a new line** commencing from a point in a field at OSGR TL 3822 4501 (Point A) and proceeding in a north-westerly direction for 99 metres to a junction with Public Footpath No. 8 at OSGR TL 3819 4510 (Point E) and continuing in the same direction for 49 metres to a point at OSGR TL 3817 4514 (Point F), continuing in a north-easterly direction for 27 metres to a point at OSGR TL 3819 4516 (Point D) as shown on the order map.

(b) to stop up that part of Public Footpath No. 8, Melbourn commencing from a point in a field at OSGR TL 3819 4510 (Point E) and proceeding in a north-easterly direction for 13 metres to meet Public Footpath No. 6 at OSGR TL 3819 4511 (Point B) as shown on the order map.

On 11 November 2021 Cambridgeshire County Council as Highway Authority certified, on behalf of South Cambridgeshire District Council, that the works required under paragraph 2 of the above Order have been carried out to a satisfactory standard.

A copy of the Order and the Order Map may be seen free of charge at Melbourn Library, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ between the hours of 2:30pm-4:30pm Monday – Friday and 10am -12pm Saturday and online at www.cambridgeshire.gov.uk/definitivemap. Copies of the Order and Map may be bought at the undersigned at the price of £4.80 each.

This order came into force on the 3 December 2021 but if any person aggrieved by the Order desires to question its validity or that of any provision contained in it on the ground that it is not within the powers of the above Act, or on the ground that any requirement of that Act or any regulation made under it has not been complied with in relation to the confirmation of the Order, he or she may apply to the High Court for any of these purposes under section 287 of the Town and Country Planning Act 1990 within 6 weeks from the date on which notice is first published as required by paragraph 7 of Schedule 14 to that Act.

Dated 16 December 2021

Steve Cox - Executive Director
Place & Economy
Cambridgeshire County Council
C/O Highways Asset Information
Stanton Way Depot
Huntingdon
PE29 6PY
E-mail: HighwaysAssetManagement@cambridgeshire.gov.uk

If you require more information about this order please contact James Stringer (01223 715520) quoting reference P112.

PUBLIC PATH DIVERSION ORDER
TOWN AND COUNTRY PLANNING ACT 1990 SECTION 257

The South Cambridgeshire District Council (Public Footpaths No. 6 & 8 Melbourn)
Public Path Stopping Up and Diversion Order 2021

This Order is made by South Cambridgeshire District Council ("the authority") under section 257 of the Town and Country Planning Act 1990 ("the 1990 Act") because it is satisfied that it is necessary to stop up and divert the footpaths to which this Order relates in order to enable development to be carried out in accordance with planning permission granted under Part III of the Town and Country Planning Act 1990, namely *planning consent reference 20/01931/FUL for the Installation of artificial grass pitch with associated features including fencing, entrance gates, high pitch barriers, hard-standing areas with associated porous asphalt surfacing for portable goals storage, pedestrian circulation and access as well as vehicular maintenance and emergency access, maintenance equipment storage container and floodlights.*

BY THIS ORDER: -

1. The public footpath over the land shown by a bold continuous line on the attached map and described in Part 1 of the Schedule to this order ('the Schedule') shall be stopped up as provided below.
2. There shall be created to the reasonable satisfaction of South Cambridgeshire District Council an alternative highway for use as a replacement for the said footpaths as provided in Part 2 of the Schedule and shown by bold black dashes on the attached map.
3. The diversion and stopping up of the footpaths shall have effect on the date on which South Cambridgeshire District Council certify that the terms of Article 3 above have been complied with.

The COMMON SEAL of the said
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
was hereunto affixed this
day of in the presence of :-



M00716
15/7/2021

SCHEDULE

PART 1

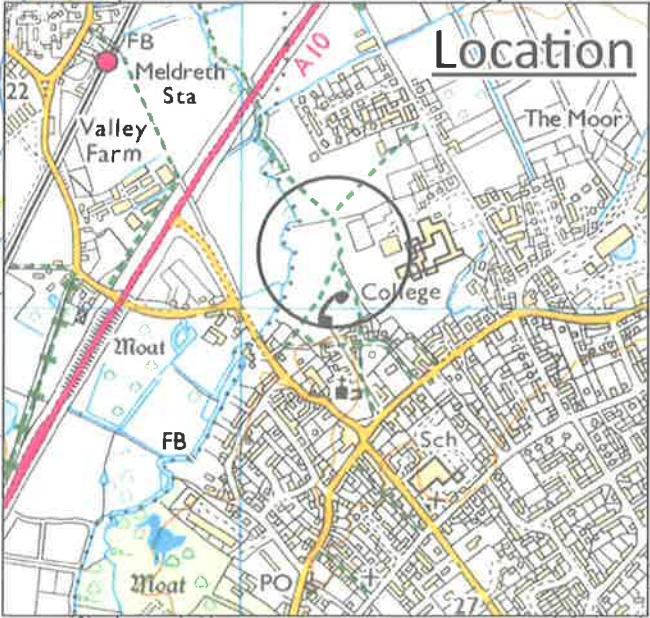
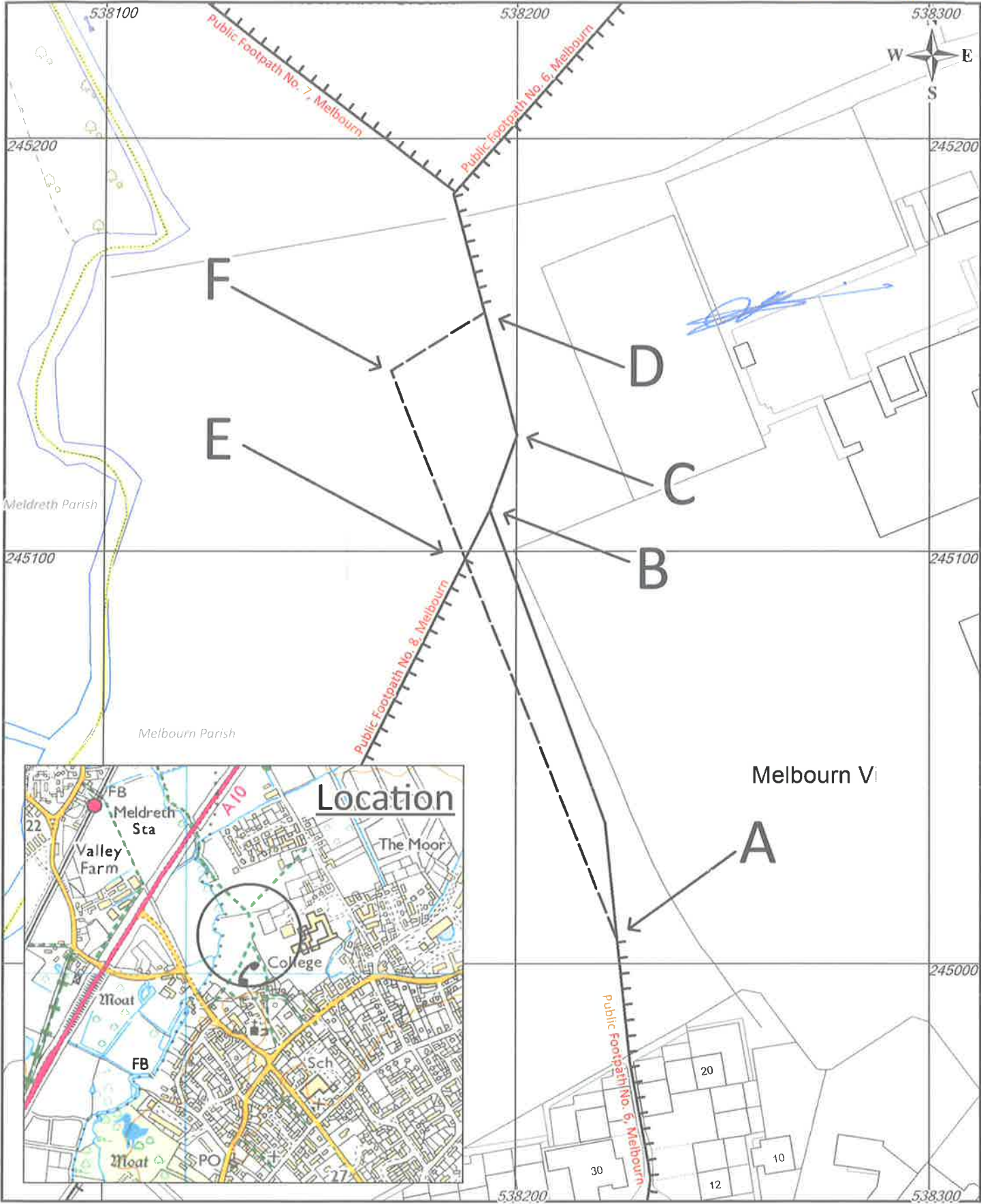
DESCRIPTION OF SITE OF EXISTING PATH OR WAY

Position of path as indicated on map	Description of path or way	Length
A-B-C-D	The full width of that part of Public Footpath No. 6, Melbourn commencing from a point in a field at Ordnance Survey Grid Reference (OSGR) TL 3822 4501 (Point A) and proceeding in a northerly, then north north westerly direction, for 109 metres to a junction with Public Footpath No. 8 at OSGR TL 3819 4511 (Point B), continuing in a north-easterly direction for 19 metres to a point at OSGR TL 3820 4513 (Point C). The path continues in a north-north-westerly direction for 31 metres to a point at OSGR TL 3819 4516 (Point D).	Approximately 159m
E-B	The full width of that part of Public Footpath No. 8, Melbourn commencing from a point in a field at OSGR TL 3819 4510 (Point E) and proceeding in the north-easterly direction for 13 metres to meet Public Footpath No. 6 at OSGR TL 3819 4511 (Point B).	Approximately 13m

PART 2

DESCRIPTION OF SITE OF ALTERNATIVE HIGHWAY

Position of path as indicated on map	Description of path or way	Length	Width
A-E-F-D	A public footpath commencing from a point in a field at OSGR TL 3822 4501 (Point A) and proceeding in a north-westerly direction for 99 metres to a junction with Public Footpath No. 8 at OSGR TL 3819 4510 (Point E) and continuing in the same direction for 49 metres to a point at OSGR TL 3817 4514 (Point F), continuing in a north-easterly direction for 27 metres to a point at OSGR TL 3819 4516 (Point D).	175m	2m



Scale: 1:1250

Date: 28/06/2021

By: fn303

This map forms part of the The South Cambridgeshire
District Council (Public Footpaths No. 6 & 8 Melbourn)
Public Path Stopping Up & Diversion Order 2021

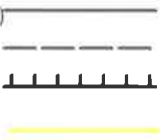
Key - Drawn from the Definitive Map

Public Footpath to be Stopped Up (A-B-C-D & E-B)

Public Footpath to be Created (A-E-F-D)

Unaffected Public Footpath

Parish boundary



Dated

Town and Country Planning Act 1990

The South Cambridgeshire District Council
(Public Footpaths No. 6 & 8 Melbourn)

Public Path Stopping Up and Diversion Order 2021

The South Cambridgeshire District Council, in pursuance of their powers in that behalf conferred by the Town and Country Planning Act 1990, hereby confirm the The South Cambridgeshire District Council (Public Footpaths No. 6 & 8 Melbourn) Public Path Stopping Up and Diversion Order 2021 as an unopposed Order

The COMMON SEAL of the said
South Cambridgeshire District Council
was hereunto affixed this 3rd
day of December 2021

in the presence of:-



TOM LEWIS
HEAD OF LEGAL



M007833

MELBOURN PARISH COUNCIL
Planning Committee : 10 January 2022

PL097 21d) Withdrawal of local development documents

Dear Consultee,

Hertfordshire County Council – Withdrawal of Local Development Documents

This letter is sent to inform you that, in accordance with Regulations 15 and 27 of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, the following Local Development Documents have been withdrawn by the Council:

- **Hertfordshire Minerals Local Plan Proposed Submission January 2019**
- **Hertfordshire Waste Local Plan Consultation Draft January 2021**
- **Hertfordshire Waste Facilities Design Guide SPD January 2021 Draft Document**

The provision for the withdrawal of these Local Development Documents is set out in Section 22 of the Planning and Compulsory Purchase Act 2004. The resolution to withdraw these Local Development Documents was made by Full Council on 14 December 2021.

The Council will now bring together all of the work done so far on the withdrawn documents into a single **Minerals and Waste Local Plan**, the preparation of which will directly follow on from the preparation of the withdrawn Plans. All consultation responses received on the withdrawn documents will be fully taken into account in the preparation of the new Plan. Final adoption of the Plan is anticipated to be no later than had the separate Plans continued to be progressed.

You are receiving this letter because you have previously been consulted on and/or responded to previous consultations on, or have requested to be kept informed of the progress of one or more of the documents being withdrawn. If you no longer wish to be kept informed, please let us know by responding to this email.

The formal Withdrawal Notice can be viewed at hertfordshire.gov.uk/mwlp, where you can also view the new timetable for document preparation. Any questions regarding the withdrawal of these documents should be directed to the Minerals and Waste Planning Policy team using the contact details below.

MineralsandWaste@hertfordshire.gov.uk

01992 556227 (office hours are 9am – 5pm)

Minerals and Waste Planning Policy Team
Spatial Planning Unit (CHN216)
Hertfordshire County Council
County Hall, Pegs Lane
Hertford, SG13 8DN



Bi-Monthly Melbourn Parish Council Progress Update – Project Birchwood

Date: 02 December 2021
Report By: Joshua Simon & Tom Fenner
Designation: Project Assistant & Project Manager, SDC Builders

Progress Update

Works on all three buildings – The Hive, The Tech Barn and The Forum – are now underway. The Hive Building, centrally located on site, is furthest along with concrete foundations, columns and over a quarter of the roof being complete. Over the past two months the Technology Barn has progressed really well, with its foundations being poured and the steel frame being erected. Finally works on the Forum have started, with foundations and drainage underway. Other works include excavations for the foul waste tank, external drainage and the Sub Station ground slab being poured.

Over the next couple of months, the roof slabs of the Hive will continue to be poured with the target of one bay per week. Internal walls will be fitted along with mechanical and electrical installations and roofing.

The Tech Barn steel structure will be completed and then roof works will start. Block work and intumescent painting will also begin in the next two months

The forum foundations will be finished and work on its frame will commence in February.

Neighbourly Relations

Last month students from Melbourn Village College visited the building site and were shown around following a short lecture at the College entitled 'An Introduction to the Construction Industry'. Furthermore, landscaping plans have been agreed for the path to Meldreth station and we are in the process of scheduling these works in.

Please let us know if you have any questions.

Thank You,

Josh Simon
Project Assistant
SDC Builders
Josh.Simon@sdc.co.uk



Figure 1 – The Start of the Forum Foundations



Figure 2 – The Tech Barn Steel Frame



Figure 3 – View from the Hive Roof



Figure 4 – Views of Site taken from the Mock Up



Figure 5 – The Inside of The Hive – Bay 1