

# 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, 8 August 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), Alexander, Barley, Clark, Hart

**Absent:**

**In attendance:** Claire Littlewood – Parish Clerk, C Henham (Planning Consultancy Ltd)

## **PL024/22 To receive and approve apologies for absence**

Apologies received from Cllrs Barnes and Wilson with acceptable reasons provided.

It was RESOLVED to accept the apologies from Cllrs Barnes and Wilson.

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

Apologies also noted from District Cllr Hales.

## **PL025/22 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

PL032/22b) Cllr Hart noted a non-pecuniary interest as she knows the applicants.

## **PL026/22 To approve the minutes of the Planning Committee Meeting on 11 July 2022**

It was RESOLVED to approve the minutes of the Planning Committee meeting held on 11 July 2022 as an accurate record.

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

## **PL027/22 To report back on the minutes of the Planning Committee Meetings on 11 July 2022**

PL021/22b) Noted that the bus shelters to be installed under the s106 Agreement with TTP would not have real-time timetable displays. The bus shelter installed at the corner of Vicarage Close under the s106 Agreement relating to Kingley Grove would have real-time timetable display.

## **PL028/22 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)**

Other than a representative from the Planning Consultancy Ltd to discuss PL030/22d), there were no members of the public in attendance.

## **PL029/22 Decision Notices: To receive any Decision notices issued since last meeting.**

None received prior to publication of the agenda. The following decision notice has been received:

[22/01913/FUL](#) Proposal: Construction of a single storey dwelling with flat green roof and car parking.  
Site address: Land To The Rear Of 151 To 155 High Street Melbourn Cambridgeshire Applicant: Mr Graham Newton

Decision: Permission granted

MPC original comment: Object with comments

## **PL030/22 Correspondence**

- a) To receive an update on discussions relating to the commuted sum for maintenance of the SGB on the Hopkins Homes development on New Road

Further clarification has been provided by the District Landscape Architect. Grounds maintenance contractor has re-costed ongoing maintenance works. Details to be provided to District Council s106 Officer.

- b) To consider a response to the Local Plan Call for Sites Survey

Signed:..... Dated:

Discussion with regard to the number of sites under consideration. Noted that not all sites will be taken forward – submissions and survey are part of the process. **ACTION:** Clerk to collate comments from previous discussions on sites put forward. To be circulated for review by email prior to submitting via the online survey.

- c) [22/02691/FUL](#) Proposal: Retrospective erection of 3 No. extensions to Poultry Sheds. Site address: Bridgefoot Farm Kennels Barley Road Flint Cross Great And Little Chishill Cambridgeshire Applicant: MR DAN WILKINS - **withdrawn**

Noted that this application has been withdrawn. A member queried how this could be withdrawn as it is a retrospective application and the work has been carried out.

**ACTIONS:**

- Clerk to contact Planning Authority to query next steps following withdrawal of a retrospective application
- District Cllrs Hart and Hales also to follow up with District Council to query next steps.

- d) To receive an update on proposed development of 4 Station Road

A representative of the Planning Consultancy Ltd was in attendance. Site block and location drawings of proposed development of 3 properties were available. Representative reported that positive discussions have been held with some of the neighbouring properties. Concern was raised with regard to access to Station Road. Noted that there has been discussion as to cutting back trees on the boundary with 10 Station Road. Members commented that it would be the preference of the Planning Committee not to remove trees. Discussion with regard to the design of the proposed properties and concern that they should fit aesthetically with existing properties as this fell within the Conservation Area. Members noted concern that a proposed development of 3 executive-style residential properties does not meet a more pressing need for affordable housing in the village and would result in loss of further commercial properties in the village.

**ACTION:** Clerk to look at sections of Village Plan relating to feedback on commercial buildings and send to Planning Consultancy Ltd for info.

Representative from the Planning Consultancy thanked the Committee for the opportunity to address the meeting.

**PL031/22 To note the following applications for tree work:**

None received prior to publishing the agenda. Application relating to trees on 2-4 Little Lane (22/0826/TCA) has been received since and circulated by email for comment.

**PL032/22 Planning Applications:**

- a) [22/02698/HFUL](#) and [22/02699/LBC](#) Proposal: Demolition of existing rear extension and construction of a new extension linking to Grade II Listed cottage. Site address: 96 High Street Melbourn Cambridgeshire SG8 6AL Applicant: Mr & Mrs Masashi and Masako Narita.

Discussion with regard to Conservation comments and Design and Heritage Statement. Concern was noted with regard to changes to the front of the property including loss of the feature window and shop frontage. Members expressed concern that heritage of the building should be retained.

It was RESOLVED to object to the application to change features to the front of the property, including the feature window and agrees with the comments set out in the Conservation Report. The Committee agree with plans for the extension to the rear of the property provided it is sympathetically carried out and does not involve excessively cutting into the thatch or other original features.

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

- b) [22/02805/CL2PD](#) Proposal: Certificate of lawfulness under S192 for a proposed single storey rear extension. Site address: 22 New Road Melbourn Cambridgeshire SG8 6BX Applicant: Mr & Mrs C Conner

Decision notice now received - Certificate granted

- c) [S/4535/19/CONDN](#) Proposal: Submission of details required by condition 28 (Water Efficiency) of planning permission S/4535/19/VC Site address: Land North Of Melbourn Science Park Cambridge Road Melbourn Cambridgeshire Applicant: TTP Campus Limited

Decision notice now received - Discharged in full  
MPC original comment: Support

Signed:..... Dated:

- d) [22/02792/HFUL](#) Proposal: Internal reconfiguration work, changes to the doors and windows on the external walls. Installation of solar panels and air source heat pump. Site address: 37 Chalkhill Barrow Melbourn Cambridgeshire SG8 6EQ Applicant: Mrs Monica Ryan.

It was RESOLVED to support the application with no comments.  
Proposed by Cllr Hart, seconded by Cllr Barley. All in favour.

- e) [22/03190/PRIOR](#) Proposal: Change of use of building from agriculture to a flexible commercial use. Site address: Summer House Farm New Road Melbourn Royston Applicant: WTV Wedd & Sons

It was RESOLVED to support the application with no comments.  
Proposed by Cllr Hart, seconded by Cllr Barley. All in favour.

- f) [22/00240/CONDB](#) Proposal: Submission of details required by condition 3 (Joinery Details) of planning permission 22/00240/LBC Site address: 3 The Moor Melbourn Cambridgeshire SG8 6ED Applicant: Mr Thomas Shirley

Planning Committee noted that determination of this application should be left to the expertise of the Planning Authority. No comments to be submitted.

**PL033/22 Enforcement updates:** To consider any enforcement updates received since last meeting

There were no updates.

**PL034/22 To note the date of next meeting :** 12 September 2022

The date of the next Planning Committee meeting is scheduled for Monday, 12 September 2022 at 19:30. Cllrs Barley and Clark noted their apologies in advance.

The meeting ended at 20:22

Signed:..... Dated:

# MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

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**Present:** Cllrs Wilson (Chair), Clark, Hart

**Absent:**

**In attendance:** Claire Littlewood – Parish Clerk, District Cllr Hales

## **PL013/22 To receive and approve apologies for absence**

Apologies received from Cllrs Alexander, Barley, Barnes and Kilmurray with acceptable reasons given.

It was RESOLVED to approve the apologies for absence from Cllrs Alexander, Barley, Barnes and Kilmurray.

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

## **PL014/22 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

Cllr Hart declared a non-pecuniary interest in item PL021/22e) having met the applicant.

## **PL015/22 To approve the minutes of the Planning Committee Meeting on 13 June 2022**

It was RESOLVED to approve the minutes of the Planning Committee Meeting on 13 June 2022 as an accurate record.

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

## **PL016/22 To report back on the minutes of the Planning Committee Meetings on 13 June 2022**

PL009/22b) Comments from Landscape Architect forwarded on to developer who had indicated that they were in agreement with suggestions made. Developer will contact our solicitors to effect transfer of the open spaces.

PL010/22j) Copy of the title plan and extract of the Land Registry documents had been obtained. There appears to be no right to park for number 153.

## **PL017/22 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)**

None in attendance.

## **PL018/22 Decision Notices: To receive any Decision notices issued since last meeting.**

[22/01728/ADV](#) Proposal: Installation of 2no externally illuminated signboards Site address: 30 High Street Melbourn Cambridgeshire SG8 6DZ Your client: Melbourn Parish Council c/o Mrs Claire Littlewood

*Decision : Permission Granted*

*MPC original comment : No comment*

This was noted.

## **PL019/22 Correspondence**

- a) To receive an update on discussions relating to the commuted sum for maintenance of the SGB on the Hopkins Homes development on New Road

Discussions ongoing. Updated quote for future maintenance has been requested. Noted that we are receiving helpful input from s106 Officer to resolve outstanding matters.

Signed:..... Dated:

- b) To receive an update on discussions relating to signing off the open spaces on the Orchard Gardens development on The Moor

Developer's to progress transfer of open spaces.

**PL020/22 To note the following applications for tree work:**

[22/0684/TTCA](#) Site address:5 Chapel Lane Melbourn Cambridgeshire SG8 6BN Proposal: A Elder - Tree too large for its current location causing shading on property.

Reduce crown height by 2m, crown thin by no more than 20%. B Elder - Tree too large for its current location, faulting outhouse roof and neighbour's property. Reduce crown height and spread by 1m, crown thin by no more than 20%. C Apple - Tree too large for current location, faulting neighbour's property. Reduce crown spread by 2m. D Elder - Tree too large for current location, causing shading on property. Reduce crown height by 2m, crown thin by no more than 20%.

This application had been circulated via email. No comments received.

**PL021/22 Planning Applications:**

- a) [22/02390/HFUL](#) Proposal: Single storey rear extension Site address: The Old Orchard Chapel Lane Melbourn Royston Applicant: Mr Steve Mole.

It was RESOLVED to support the application with no comments. Proposed by Cllr Wilson, seconded by Cllr Hart. All in favour.

- b) [S/4535/19/CONDM](#) Proposal: Submission of details required by condition 15 (Bus stops) of planning permission S/4535/19/VC Site address: Land North Of Melbourn Science Park Cambridge Road Melbourn Cambridgeshire Applicant: TTP Campus Limited.

Noted that bus shelter will be of similar size and design to that at Vicarage Close. Discussion as to whether the bus stop would include live timetable information. **ACTION:** Clerk to check.

It was RESOLVED to approve the application with a query as to installation of live timetable information. Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

- c) [22/01812/HFUL](#) Proposal: Demolition of rear conservatory and erection of single storey extension on the footprint of the conservatory Site address: 2 Trayles Melbourn Cambridgeshire SG8 6PH Applicant: Eileen Mackenzie.

Noted that this application had been discussed at the June Planning Committee meeting. Comments had been submitted.

- d) [22/02543/FUL](#) Proposal: Construction of 5no industrial units Site address: 3 Back Lane Melbourn Royston Cambridgeshire Applicant: Mr Parmir Rai.

Discussion with regard to tree report. Concern was noted that the report appeared to have been prepared without a visit to the site. Report also referred to the need for Civil and Structural Engineers Reports – neither of which were available. Concern was noted with regard to surface water drainage. A query was raised with regard to what the proposed units would be used for. Concern was noted as the proposed development backed on to residential properties in Chalkhill Barrow. Noted that tree T003 would be removed to allow sufficient space for parking bays. Discussion with regard to the importance of retaining the tree line to preserve the street scene on Back Lane.

It was RESOLVED to object to the application with the following comments:

- The Parish Council objects to the proposed removal of tree T003 and would strongly urge that the tree line fronting the property is retained to preserve the street scene on Back Lane.
- The Parish Council requests information as to the future use of the proposed units.
- The Parish Council requests site of the Civil and Structural Engineers Reports as noted in the Hayden's report.

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

- e) [22/02609/LBC](#) Proposal: Removal and replacement of the fireplace surround, installation of a wood burning stove. Site address: 43 High Street Melbourn SG8 6DZ Applicant: Mr Paul Dalton-Borge.

It was RESOLVED to support the application with no comments. Proposed by Cllr Clark, seconded by Cllr Wilson. All in favour.

Signed:..... Dated:

**PL022/22 Enforcement updates:** To consider any enforcement updates received since last meeting

There was nothing to report.

**PL023/22 To note the date of next meeting :** 8 August 2022

The date of the next meeting is 8 August 2022.

The meeting ended at 20:01

Signed:..... Dated:

Dear Parish Councils and Resident Associations,

Following on from our email last week informing you about the Call for Sites Survey, we are pleased to confirm that the survey is now open and can be accessed using the link below.

[Call for Sites: Parish Council and Resident Association Survey 2022](#)

Please be aware that you will need to submit a new survey response for each site you wish to make comments on. More information on how to complete the survey and how to find the latest information on these sites can be found in the Survey Guidance Note on the opening webpage of the survey.

We have had some comments and queries regarding the survey and so have set out a short 'FAQ' below to help provide some guidance and clarity on the process. Nevertheless, if you have any further questions or problems completing the survey, please contact us at [localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org), using *Call for Sites Survey* in the subject of the email.

We would like to thank you in advance for continuing to engage in the Greater Cambridge Local Plan process and look forward to receiving your comments.

Kind regards

Greater Cambridge Shared Planning



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SHARED PLANNING

<https://www.greatercambridgeplanning.org>

Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils

## **Call for Sites Parish Council and Resident Association Survey 2022**

### **FAQs**

#### **Why are site promoters still submitting new sites or more information on existing sites?**

It is normal for sites to continue to be submitted to the Councils throughout the plan making process. Although a significant number of sites have already been put to us, we are still required to review and assess any new sites submitted to us, to demonstrate we have considered all reasonable site options before we finalise the plan.

Last year, as part of the First Proposals consultation, the Councils published the Housing and Employment Land Availability Assessment ([HELAA](#)), which set out our assessment of each of the sites put to us previously. Promoters have in some cases responded to those

assessments, either submitting further information or evidence to respond to the initial assessment or altering their proposal (e.g. amending the site boundary or reducing the development numbers) to overcome the issues raised in the assessment. Again, this is a common part of the plan making process and site promoters are able to make these comments in the same way Parish Councils, Resident Associations and the wider public are able to comment on individual sites.

We will be preparing an update to the HELAA once we have reviewed and considered all the additional information received.

### **What information do we need to provide in the survey response?**

We are asking you to help us provide any factual information about these sites. For example, is there a particular localised flooding issue we may not be aware of, does the site contain any protected species or habitats, or are there any legal restrictions we should be aware of such as land covenants?

There is no need to respond to every site in your parish/area or every question and completing the survey is completely optional. We also ask that you do not resend any comments that you made previously as these will already be on record and taken into account.

### **What will you do with the responses?**

The responses will be passed on to the relevant site assessor, which may include Environmental Health, the Conservation Team and the County Highways Team amongst others. Any information you provide will supplement the data they already hold. At a broad level, the main planning designations and constraints (e.g. listed buildings, flood zones) will be known to us. However the more locally/on-site specific issues may not be and so this is where your local knowledge will be very helpful.

### **Can I comment on other sites not listed in the survey?**

We are only asking Parish Councils and Resident Associations to comment on the 42 new sites received during the last Local Plan consultation or those sites that have been amended (e.g. a change to the site boundary) or new information/comments have been made by the site promotor. This is because we will not be reassessing all sites in the HELAA, just those that are new, have been amended or had new information submitted. The sites we are asking for your comments on can all be found by following the link in the Guidance Note document or [opening this online spreadsheet](#).

There will be an opportunity to comment on all sites whether they have been proposed for allocation or rejected during the consultation on the draft Greater Cambridge Local Plan in 2023.

### **My Parish/area isn't listed on the survey, why?**

Only the parishes and areas where the relevant sites are located are listed in the survey. If your parish or area isn't showing, then there are no new or amended sites in your area at this stage and you can close the survey.

### **Can the wider public complete the survey too?**

Similar to the last Parish Council and Resident Association survey we carried out in 2021, at this stage of the Local Plan process we are only seeking information from Parish Councils and Resident Associations. The wider public had an opportunity to comment on the previous sites during the First Proposals consultation and will have the opportunity to comment on these new and amended sites when the councils consult on the draft Greater Cambridge Local Plan in 2023. Therefore if you receive any requests from the wider public to comment, please do highlight to them that there will be opportunities to share their thoughts at the next stage of the Local Plan process and to sign up to our mailing lists if they want to be kept informed on future stages.

### **The survey is slow to move to the next page, should I email you the responses?**

We are aware that in some instances, it can take a few moments to move to the next page in the survey. We ask that you bear with us whilst we try and improve it where we can. Please stick with using the online survey, emailing your responses to us can create a significant amount of work for us which will mean delays in getting your comments passed on to the right assessor.

### **I have further questions or am having issues with the survey, who should I contact?**

Please email your questions and queries to [localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org), using *Call for Sites Survey* in the subject of the email.

### **What happens after the survey?**

The comments received through this survey will be considered as we prepare an update to the HELAA.

All sites go through a rigorous site assessment process. Even where a site scores relatively well, it does not mean that it will be automatically allocated for development in the draft Greater Cambridge Local Plan. You will recall that following around 650 sites previously being assessed through the HELAA, the First Proposals only proposed 19 new sites to be allocated in the plan.

Over the coming months the Councils will be considering all the comments received on the First Proposals, and further developing evidence, as we start to prepare a full draft Greater Cambridge Local Plan.

In January 2023 Council Members will receive a report and be asked to confirm the Preferred Options for the Greater Cambridge Local Plan strategy and sites, and then in summer 2023 Council Members will receive a report and be asked to agree for consultation the full draft Greater Cambridge Local Plan.

The draft plan will be subject to full public consultation in autumn 2023, where there will be an opportunity to make comments on the policies included in the plan and the evidence supporting it, which will include the HELAA update.

The Councils will consider all the responses received to this consultation before they finalise the plan that they want to propose to submit for adoption. This version of the plan is then consulted on, and representations are considered by an independent inspector as part of an examination of the plan, where the inspector will determine if the plan is sound and can be adopted.

You can find more information on the timeline in our recently updated [Local Development Scheme](#).

**From:** LocalPlan (GC) <[localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org)>

**Sent:** 20 July 2022 16:27

**To:** LocalPlan (GC) <[localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org)>

**Subject:** FW: Greater Cambridge Local Plan - site information

Dear Parish Councils

Last year we asked you to provide information on the 650 sites we received through the 'Call for Sites' for consideration as part of developing the new Greater Cambridge Local Plan. Many Parish Councils and Residents Associations helped us by taking part in a survey to 'fact check' these sites.

We are now seeking your help again. As part of the Greater Cambridge Local Plan First Proposals consultation in late 2021, we received 42 new site proposals and additional information and/or amendments on a further 172 sites that had previously been submitted.

### **The Call for Sites process**

The call for site process is a normal part of plan making, you can read more about it on our website.

[Call for Sites \(greatercambridgeplanning.org\)](#).

You can find a list of information received on new or amended sites on [this web page](#), and you can also use our [interactive map](#), which allows you to show all sites received or only the new or amended sites (dated June 2022). Here you will be able to view information in relation to individual sites, including their supporting evidence submitted by the land promoters.

New sites and information received are assessed by a wide range of officers against a rigorous methodology, as part of the [Housing and Employment Land Availability](#). This

includes assessments by landscape, conservation, ecology, environmental health and highways officers as well as using data relating to issues including surface water and fluvial flooding and accessibility to local services and facilities. accessibility to local services and facilities.

### **Survey on new or amended sites**

We would like to give you the opportunity to supplement our information gathering on new or amended sites with any knowledge you may hold about any of the submitted sites in your Parish or area covered by your Association. We are particularly interested in local factual information that we may not be aware of or where you think any of the information submitted by the site promotor is incorrect. There is no need to re-submit comments made previously on these sites to us, we have this information on file and will continue to take it into account as we assess the sites.

It is not compulsory in any way to provide this additional information at this point in time and you may wish to wait to read and comment on our assessments at the next stage of plan-making in 2023, when alongside the draft local plan for consultation the Councils will publish responses to the new information through an update to the HELAA.

### **How do you take part**

On Friday 29 July, you will receive an email from us which will contain the link to the online survey. The link will set out instructions on how to find the site information and how to complete the form. Please can you check your spam or junk mail settings if you do not receive it by the end of Friday 29 July. We can resend it to you if required.

The survey is only open to Parish Councils and Residents Associations, and you will need to be a recipient of this email to access the link. If you forward the link to a third party the survey response is unlikely to be considered by the relevant site assessors. If you would like a third party to complete the form on your behalf, please inform us of their name and email address. Please note that your response will be recorded as the response of your Parish Council or Association, not of the individual who completes the form. For some groups, we have more than one contact email address on file. Please ensure that you coordinate so that only one response is submitted, per site, per Parish Council or Residents Association.

Please complete the survey by 5pm on Monday 12 September 2022. If you have any queries, please do not hesitate to contact us at this email address.

Best wishes

The Greater Cambridge Local Plan team



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Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils

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1:200 Proposed Site Plan

<b>THE PLANNING CONSULTANCY LTD</b> The Studio, 2 Bradbury Farm Barns Hare Street, Buntingford, Hertfordshire, SG9 0DX		
Project Name: Melbourn	Project No: 328	
Drawing Title: Pre-application Feasibility Plan	Drawn by: CJH	
Scale: NTS	Date Drawn: 14/07/2022	DRG NO: SK01
<small>Dimensions are in millimeters unless otherwise stated. Do not scale from this drawing. If in doubt, ask.</small>		



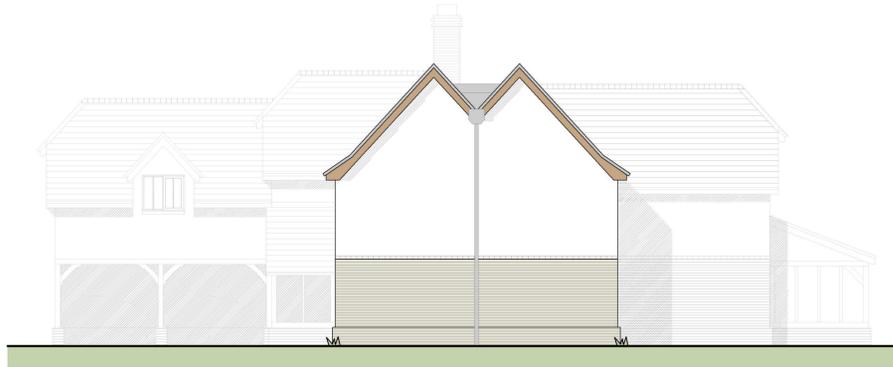
1:1250 Proposed Site Location Plan



1:500 Proposed Site Block Plan



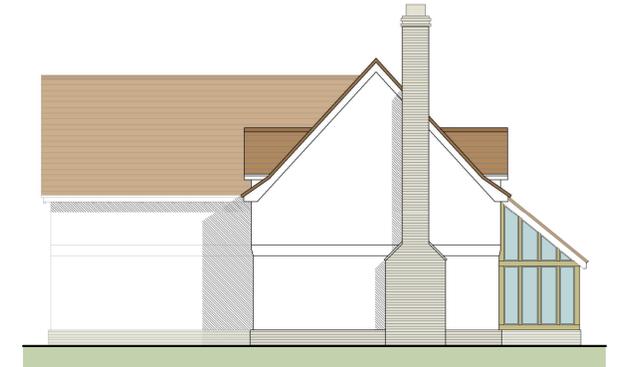
1:100 Proposed Front Elevation



1:100 Proposed Flank Elevation



1:100 Proposed Front Elevation



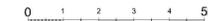
1:100 Proposed Flank Elevation



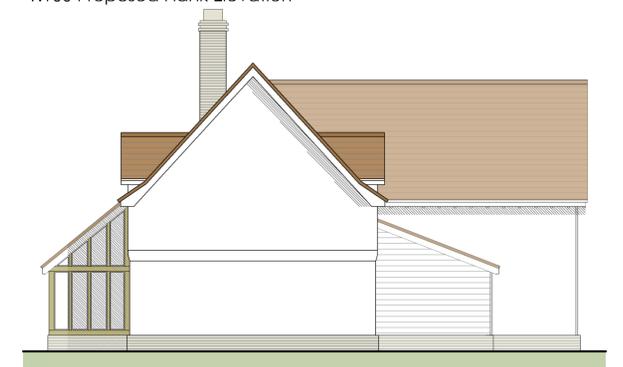
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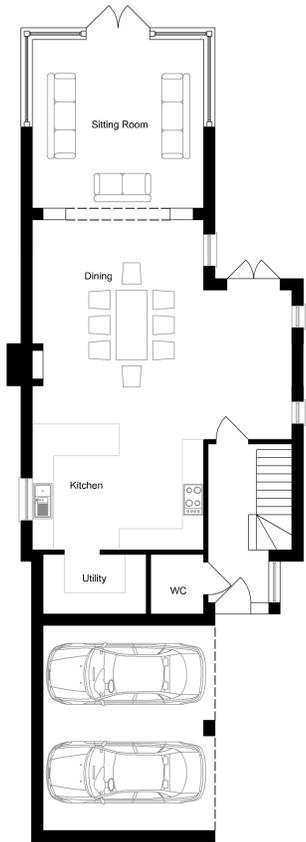
1:100 Proposed Flank Elevation



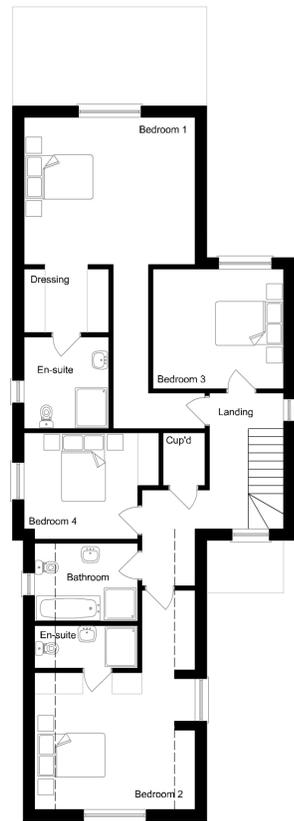
1:100 Proposed Rear Elevation



1:100 Proposed Flank Elevation



Ground Floor Plan



First Floor Plan

Units 1 and 2 Proposed Floor Plans and Elevations



Ground Floor Plan



First Floor Plan

Units 3 Proposed Floor Plans and Elevations

