

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

A meeting of the Planning Committee held on Tuesday 7 May 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Barnes, Alexander & Clark (Chair)  
**Absent:**  
**In attendance:** Alex Coxall (Parish Clerk)

**PLANNING COMMITTEE: MINUTES**

*Meeting started at 19:31*

***In accordance with the Terms of Reference for the Planning Committee (3a) and the Melbourn Parish Council Standing Orders (3q) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.***

*Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.*

**PL134/24 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Kilmurray, Wilson and Hart  
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

**PL135/24 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

**PL136/24 To approve the minutes of the Planning Committee Meeting on 8 April 2024**

It was RESOLVED to approve the minutes from the Planning Committee Meeting held on 8 April 2024 as an accurate record of the meeting.

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

**PL137/24 To report back on the minutes of the Planning Committee Meetings on 8 April 2024**

Nothing to report

**PL138/24 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

**PL139/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [23/02510/FUL](#) | **Proposal:** Erection of single storey dwelling and retention of existing mobile caravan within the site. Partly retrospective | **Site address:** Southside View London Way Melbourn Cambridgeshire |  
*MPC Comment: It was RESOLVED to object on the grounds that the proposed redevelopment would result in an increased domestication of the site. This would represent a harmful encroachment into the countryside. The sense of encroachment and visual harm would be exacerbated by the presence of the public bridleway immediately neighbouring the site. The proposed redevelopment would be contrary to policies H/13 and H/17 of the adopted South Cambridgeshire Local Plan (2018) because it is extending and developing an existing development that we believe never received planning permission in the first instance and has an active compliance investigation against it. Nor would it fall under Policy H/15. Additionally, there being no other option than use of a private car to travel to and from the site, it would be contrary to Policy TI/2.  
The retrospective inclusion of the caravan would allow for permanent residency of the site without proper permissions in place.  
We believe we have a duty to protect the land surrounding the development and would need clarification that conditions to protect the environment have been carried out as mentioned in the conditions raised by the Drainage Engineer in October 2023. We also have compliance concerns with utilities to the site. We are not sure but would assume that building control will not have been involved in the development as proper permissions were not in place during the build.  
We would urge compliance/enforcement/building control to investigate before a decision is made.*  
**Decision:** Granted permission (11 April 2024)

Signed..... Date.....

It was noted

- b) [24/00727/PRIOR](#) | **Proposal:** Single storey rear extension. | **Site address:** 8 Dickasons Melbourn Cambridgeshire SG8 6EL |  
*MPC Comment: It was RESOLVED to support no comment.*  
**Decision:** Withdrawn (15 April 2024)

It was noted

- c) [24/00725/HFUL](#) | **Proposal:** Single storey rear and side extensions, front porch extension and rear extension to existing garage. | **Site address:** 8 Dickasons Melbourn Cambridgeshire SG8 6EL |  
*MPC Comment: It was RESOLVED to support no comment.*  
**Decision:** Granted permission (19 April 2024)

It was noted

- d) [24/0285/TTCA](#) | **Proposal:** T1 Sycamore - Fell | **Site address:** 90 High Street Melbourn Cambridgeshire SG8 6AL |  
*MPC Comment: No comment*  
**Decision:** Have no objection to (23 April 2024)

It was noted

- e) [24/0132/TTPO](#) | **Proposal:** T.1 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird feces. Re plant with Rowan T.2 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird feces. Re plant with Rowan |  
*MPC Comment: No objection*  
**Decision:** Refused permission (23 April 2024)

It was noted

#### PL140/24 Correspondence

- a) **INFORMATION ONLY:** [23/02559/CONDB](#) | **Proposal:** Submission of details required by condition 11 (external surfaces) of planning permission [23/02559/FUL](#) | **Site address:** New Farm Royston Road Melbourn Cambridgeshire SG8 6DH

It was noted

- b) To receive any updates and consider actions.

None received

#### PL141/24 To note the following applications for tree work:

- a) [24/0436/TTPO](#) | **Proposal:** T1 Hazel - This Shrub is becoming to dominant. Request to reduce to 30cm below previous pruning points. T2 Mature Yew - This tree is becoming very dominant and complaints have been made by both the owner and the neighbors about light. Request sympathetic pruning by reducing height by approx. 2.5m off top. 1m off lateral phototropic limbs where necessary. T4 Row of 10 Beech trees - Previously pollarded, these trees have now become very dense at the top. Complaints have been made about appearance and light. They also now have a large sail/ to dense at the top. Request a re-pollard, equating to reduction of 2ms to previous cuts. T5 Holly - This tree is growing in a peculiar shape as a result of previous bad pruning. It is now inhibiting parking on the driveway. Request a raise crown to 3ms all round. Reduce laterals over drive by approx. 1.5m to improve leggy form. T9 - listing/leaning Box - This Box has a progressive lean and obvious root plate heave. Slowing falling into neighbors drive. Request removal to near ground level and grinding of stump. to be replaced with native species. T10 Yew - This tree has poor form and is causing excessive shading to the garden below on both sides of fence. Request to reduce in height by 1.5ms and reduce sides by 1m where necessary. T11 Yew - This tree has poor form and is causing excessive shading to the garden below on both sides of fence. Request to reduce in height by 1.5ms and reduce sides by 1m where necessary. |  
**Site address:** 4 Pryors Garden New Road Melbourn | (Deadline to comment 09/05/24)

It was noted

- b) **Decision notice** [24/0132/TTPO](#) | **Proposal:** T.1 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird faeces. Re plant with Rowan T.2 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and

Signed..... Date.....

excessive debris and bird faeces. Re plant with Rowan. | **Site address:** 3 Garden End Melbourn Cambridgeshire |

*MPC Comment: No objection.*

**Decision:** Refused permission (26 April 2024)

It was noted

**PL142/24 Planning Applications:**

- a) [24/01153/HFUL](#) | **Proposal:** Single storey extension to garage and the erection of porch canopy to side elevation of house. | **Site address:** 77 Orchard Road Melbourn Cambridgeshire SG8 6BB | (Deadline to comment 09/05/24)

It was RESOLVED to support no comment.

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

- b) [24/01331/HFUL](#) | **Proposal:** Garage conversion with replacement of garage door with window | **Site address:** 11 The Lawns Melbourn Cambridgeshire SG8 6BA | (Deadline to comment 14/05/24)

It was RESOLVED to support no comment.

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

- c) [24/01463/HFUL](#) | **Proposal:** First floor side extension | **Site address:** 3 The Lawns Close Melbourn Cambridgeshire SG8 6DR | (Deadline to comment 21/05/24)

Cllrs were unable to identify if the drawings in the application were of the correct property.  
DEFERRED

- d) [4/01296/HFUL](#) | **Proposal:** Single storey rear extension | **Site address:** 24 Greengage Rise Melbourn Cambridgeshire SG8 6DS | (Deadline to comment 21/05/24)

It was RESOLVED to support no comment.

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

**PL143/24** To note any response to the Street Trading Policy changes suggested by SCDC.

Cllrs raised issues about the time of the day that inspecting officers attend sites, suggesting that it should be at times during which the businesses are operational. Cllrs also commented on the adhoc trading consent (section 4.5), questioning if Parish Councils will be able to log objections for unsuitable sites, and if risk assessments will be undertaken in advance of consent being given, to ensure due consideration to residents. Concerns with regard to section 8, that residents could be put in a vulnerable position by taking photos or videos in situations that involve anti-social behaviour, meaning residents may choose not to report issues through fear for their safety. Section 9 states that Parish Councils will not be consulted for consented premises traders, Cllrs question if there will be opportunity to raise concerns.

ACTION: Clerk to send feedback and questions to SCDC

**PL144/24 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive any updates and consider actions.

It was noted that compliance concerns regarding 4 Norgetts Lane had been reported.

**PL145/24** To note the date of next meeting as Monday 10 June 2024 at 7.30pm

The date of the next meeting was noted as Monday 10 June 2024 at 7.30pm

*Meeting closed at 20.22*

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Planning Committee** held on Monday 8 April 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

**In attendance:** Abi Williams (Parish Clerk)

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:37*

***In accordance with the Terms of Reference for the Planning Committee (3a) and the Melbourn Parish Council Standing Orders (3q) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Hart chair the meeting.***

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

**PL122/24 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Alexander, Kilmurray and Wilson.

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

**PL123/24 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.

**PL124/24 To approve the minutes of the Planning Committee Meeting on 11 March 2024**

It was RESOLVED to approve the minutes from the Planning Committee Meeting held on 11 March 2024 as an accurate record of the meeting.

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

**PL125/24 To report back on the minutes of the Planning Committee Meetings on 11 March 2024**

Nothing to report.

**PL126/24 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.

**PL127/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [22/03942/S106A](#) | **Proposal:** Modification of Section 106 obligation to provide affordable housing and the associated tenure requirements contained in a Section 106 Agreement dated 25 April 2019 made between (1) South Cambridgeshire District Council, (2) Cambridgeshire County Council, (3) Nicholas Newman and Maureen Catherine Newman, (4) R2 Developments Ltd and (5) Handelsbanken PLC. (Original Planning Ref: S/2424/18/FL) | **Site address:** 36 New Road Melbourn Cambridgeshire SG8 6BY | *No comment*

**Decision:** Granted permission (07 March 2024)

It was noted.

- b) [24/00099/HFUL](#) | **Proposal:** Part double part single storey rear extension, single storey front extension, alterations to windows, new drop kerb and driveway to front garden. | **Site address:** 68 Medcalfe Way Melbourn Cambridgeshire SG8 6HU | *It was RESOLVED to support no comment.*

**Decision:** Granted permission (14 March 2024)

It was noted.

- c) [23/04712/HFUL](#) | **Proposal:** Creation of a new drop kerb. | **Site address:** 5 Orchard Way Melbourn Cambridgeshire SG8 6HT | *It was RESOLVED to support no comment.*

**Decision:** Granted permission (12 March 2024)

It was noted.

Signed..... Date.....



- d) [24/00099/HFUL](#) | **Proposal:** Part double part single storey rear extension, single storey front extension, alterations to windows, new drop kerb and driveway to front garden. | **Site address:** 68 Medcalfe Way Melbourn Cambridgeshire SG8 6HU |  
*It was RESOLVED to support no comment.*  
**Decision:** Granted permission (14 March 2024)  
It was noted that this was a repeat of a).
- e) [S/4535/19/NMA6](#) | **Proposal:** Non material amendment on application S/4535/19/VC to submit revised hard and soft landscape drawings and revised Street Furniture report having regard to previous drawings submitted to discharge Condition 6. | **Site address:** Land North Of Melbourn Science Park Cambridge Road Melbourn Cambridgeshire |  
*No comment.*  
**Decision:** Granted permission (13 March 2024)  
It was noted.
- f) [22/02011/CONDD](#) | **Proposal:** Submission of details required by condition 13 (Verification Report) of planning permission 22/02011/FUL | **Site address:** 29 High Street Melbourn Cambridgeshire SG8 6EB |  
*No comment.*  
**Decision:** Discharge condition in full (28 March 2024)  
It was noted.
- g) [24/00312/HFUL](#) | **Proposal:** Single storey rear extension. | **Site address:** 4 Lordship Drive Melbourn Cambridgeshire SG8 6EG |  
*It was RESOLVED to support no comment.*  
**Decision:** Discharge condition in full (28 March 2024)  
It was noted.

**PL128/24 Correspondence**

- a) To receive any update and consider actions.  
Nothing to report.

**PL129/24 To note the following applications for tree work:**

- a) [24/0285/TTCA](#) | **Proposal:** T1 Sycamore – Fell | **Site address:** 90 High Street Melbourn Cambridgeshire | (Deadline: 27/03/24)  
*No comment received.*  
It was noted that no objections had been raised and the deadline to comment had passed.

**PL130/24 Planning Applications:**

- a) [24/00727/PRIOR](#) | **Proposal:** Single storey rear extension. | **Site address:** 8 Dickasons Melbourn Cambridgeshire SG8 6EL | (Deadline to comment 03/04/24 – requested extension but not confirmed)  
It was RESOLVED to support no comment.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- b) [24/00946/HFUL](#) | **Proposal:** Single storey front, rear and side extensions. | **Site address:** 10 Hale Close Melbourn Cambridgeshire SG8 6ET | (Deadline to comment 09/04/24)  
It was RESOLVED to support no comment.  
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.
- c) [24/00849/LBC](#) & [24/00848/HFUL](#) | **Proposal:** To install two Air Source Heat Pumps and replace the existing gas boiler to provide heating and hot water to the house. | **Site address:** 25 Station Road Melbourn Cambridgeshire SG8 6DX | (Deadline to comment 09/04/24)  
It was RESOLVED to support no comment.  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- d) **INFORMATION ONLY:** [23/02559/CONDA](#) | **Proposal:** Submission of details required by condition 3 (Surface Water and Foul Water Drainage), 4 (Biodiversity Net Gain), 5 (Boundary Treatments), 8 (Ecological Enhancements), 10 (Bin and Secure Cycle Storage) and 13 (Energy Statement) of planning permission 23/02559/FUL | **Site address:** New Farm Royston Road Melbourn Cambridgeshire SG8 6DH |  
It was noted.

**PL131/24 Bruntwood Science Park Application**

- a) To note granted permission decision from Planning Committee meeting held on 13 March 2024.  
It was noted.

**PL132/24 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive any updates and consider actions  
Nothing to consider.

**PL133/24** To note the date of next meeting as **Tuesday** 7 May 2024 at 7.30pm

The date of the next meeting was noted as Tuesday 7 May 2024.

*Meeting closed at 19:48*

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Planning Committee** held on Monday 11 March 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Alexander, Barnes, Clark, Kilmurray (Chair), Wilson

**Absent:**

**In attendance:** Abi Williams (Parish Clerk), Cllr Travis

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:30*

**PL110/24 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllr Hart.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**PL111/24 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.

**PL112/24 To approve the minutes of the Planning Committee Meeting on 12 February 2024**

It was RESOLVED to approve the minutes from the Planning Committee Meeting held on 12 February 2024 as an accurate record of the meeting.  
Proposed by Cllr Wilson, seconded by Cllr Alexander. All in favour.

**PL113/24 To report back on the minutes of the Planning Committee Meetings on 12 February 2024**

Nothing to report.

**PL114/24 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.

*Chair altered the running order of the agenda to allow Cllr Travis to leave the meeting after PL118/24 was discussed.*

**PL118/24 Bruntwood Science Park Application**

- a) To note application [23/001134/FUL](#) going before Planning Committee on 13 March 2024.

It was noted.

- b) To note email decision to appoint Melbourn Parish Council representative to attend Planning Committee Meeting on 13 March 2024.

It was noted that Cllr John Travis would represent Melbourn Parish Council at the Planning Committee Meeting for application 23/001134/FUL on Wednesday 13 March 2024.

Comment was shared about the script to be used. Cllr Travis requested clarification on some points raised.

ACTION: Office to provide information to Cllr Travis.

*Cllr Travis left the meeting 19:43*

**PL115/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [24/0042/TTCA](#) | **Proposal:** T.49 Lawson Cypress - Fell to ground level dead tree | **Site address:** All Saints Parish Church High Street Melbourn Cambridgeshire SG8 6DX |

*No comment*

**Decision:** Have no objection to (7 February 2024)

Decision noted.

- b) [23/04657/HFUL](#) | **Proposal:** The erection of a timber garage on the front driveway. | **Site address:** 19 Orchard Road Melbourn Cambridgeshire SG8 6HL |

*It was RESOLVED to support no comment.*

**Decision:** Granted permission (8 February 2024)

Decision noted.

- c) [23/04829/HFUL](#) | **Proposal:** Single storey side and rear extension. | **Site address:** 14 Carlton Rise Melbourn Cambridgeshire SG8 6BZ |  
*It was RESOLVED to support no comment.*  
**Decision:** Granted permission (12 February 2024)  
Decision noted.
- d) [23/04731/HFUL](#) | **Proposal:** Single storey rear extension. | **Site address:** 45 New Road Melbourn Cambridgeshire SG8 6BX |  
*It was RESOLVED to support no comment.*  
**Decision:** Granted permission (15 February 2024)  
Decision noted.
- e) [23/04872/HFUL](#) | **Proposal:** Single storey extension to rear. | **Site address:** 23 Beeton Close Melbourn Cambridgeshire SG8 6HN |  
*It was RESOLVED to support no comment.*  
**Decision:** Granted permission (21 February 2024)  
Decision noted.
- f) [24/00127/LBC](#) | **Proposal:** Removal of an existing fire surround and installation of a new fire surround and wood burner. | **Site address:** 43 High Street Melbourn Cambridgeshire |  
*It was RESOLVED to support no comment.*  
**Decision:** Granted permission (4 March 2024)  
Decision noted.

#### PL116/24 Correspondence

- a) INFORMATION ONLY: [S/4535/19/NMA6](#) | **Proposal:** Non material amendment on application [S/4535/19/VC](#) to submit revised hard and soft landscape drawings and revised Street Furniture report having regard to previous drawings submitted to discharge Condition 6. | **Site address:** TTP Campus Land North Of Melbourn Science Park Cambridge Road Melbourn Cambridgeshire |  
*Non-material Amendment*  
It was noted.
- b) INFORMATION ONLY: [22/02011/CONDD](#) | **Proposal:** Submission of details required by condition 13 (Verification Report) of planning permission [22/02011/FUL](#) | **Site address:** 29 High Street Melbourn Cambridgeshire SG8 6EB |  
*Condition request*  
It was noted.
- c) To note TTRO for Station Road works, 29/04/24 – 01/05/24  
TTRO was noted. Although some works were carried out under an emergency order the TTRO will remain in place as a precaution in case of any remedial works needed.
- d) To note comment in relation to PC194/24a (CCC - Meldreth Link Bridleway Public Path Creation).  
Comment not yet received on enquiry. Defer.

#### PL117/24 Planning Applications:

- a) [24/00312/HFUL](#) | **Proposal:** Single storey rear extension. | **Site address:** 4 Lordship Drive Melbourn Cambridgeshire | (Deadline to comment 12/03/24)  
It was RESOLVED to support no comment.  
Proposed by Cllr Clark, seconded by Cllr Wilson. All in favour.
- b) [23/02510/FUL](#) | **Proposal:** Erection of single storey dwelling and retention of existing mobile caravan within the site. Partly retrospective. | **Site address:** Southside View London Way Melbourn | (Deadline to comment 12/03/24)  
Discussion about changes to application took place, the following response was agreed:  
It was RESOLVED to object on the grounds that the proposed redevelopment would result in an increased domestication of the site. This would represent a harmful encroachment into the countryside. The sense of encroachment and visual harm would be exacerbated by the presence of the public bridleway immediately neighbouring the site. The proposed redevelopment would be contrary to policies H/13 and H/17 of the adopted South Cambridgeshire Local Plan (2018) because it is extending and developing an existing development that we believe never received planning permission in the first instance and has an active compliance investigation against it. Nor

would it fall under Policy H/15. Additionally, there being no other option than use of a private car to travel to and from the site, it would be contrary to Policy TI/2.

The retrospective inclusion of the caravan would allow for permanent residency of the site without proper permissions in place.

We believe we have a duty to protect the land surrounding the development and would need clarification that conditions to protect the environment have been carried out as mentioned in the conditions raised by the Drainage Engineer in October 2023. We also have compliance concerns with utilities to the site.

We are not sure but would assume that building control will not have been involved in the development as proper permissions were not in place during the build.

We would urge compliance/enforcement/building control to investigate before a decision is made.

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

- c) [24/00725/HFUL](#) | **Proposal:** Single storey rear and side extensions, front porch extension and rear extension to existing garage. | **Site address:** 8 Dickasons Melbourn Cambridgeshire | (Deadline to comment 25/03/24)

It was RESOLVED to support no comment.

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

#### **PL119/24 Hopkins Homes**

- a) To consider signing Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road.

It was RESOLVED to recommend to Full Council to sign the Deed of Covenant as referenced and communicate with residents about the covenant at such time as all land has changed hands.

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

- b) To note confirmation from Hopkins Homes that they have adhered to the restrictions placed on the Visibility Splay Area and Future Access Corridor by Peterhouse.

It was noted.

- c) To consider signing the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.

It was RESOLVED to recommend to Full Council to sign the TP1 in relation to property CB426864 (SGB).

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

#### **PL120/24 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive any updates and consider actions

Nothing to report.

#### **PL121/24** To note the date of next meeting as Monday 8 April 2024 at 7.30pm

The date of the next Planning Committee Meeting was noted as Monday 8 April 2024.

*Meeting closed at 20:10*

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Planning Committee** held on Monday 12 February 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Alexander, Barnes, Clark, Kilmurray (Chair), Wilson

**Absent:**

**In attendance:** Abi Williams (Parish Clerk)

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:32*

**PL098/24 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllr Hart.  
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

**PL099/24 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

Declaration of interest was received from Cllr Alexander on items PL107/24 a & b.  
Dispensation was granted to stay for the discussion but not to take part in any vote.

**PL100/24 To approve the minutes of the Planning Committee Meeting on 8 January 2024**

It was RESOLVED to approve the minutes from the Planning Committee Meeting held on 8 January 2024 as an accurate record of the meeting.

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

**PL101/24 To report back on the minutes of the Planning Committee Meetings on 8 January 2024**

Reference PL091/24a) It was noted that Greater Cambridge Planning responded to the office on their request for further detail into the approval of planning application 23/02072/FUL – it was reported that there were no grounds to refuse the application.

**PL102/24 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.

**PL103/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [23/04358/PRIOR](#) | **Proposal:** Change of Use of Agricultural Buildings to 5 No. Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion | **Site address:** Hillside Farm Newmarket Road Melbourn Cambridgeshire SG8 7LZ |

*MPC Comments* It was RESOLVED to OBJECT with the following comments:

*The Parish wishes to share concerns around road safety as residents will have to access and enter the site on a 60mph road. There is no footpath or safe green-way routes to the site for pedestrians and cyclists. The application seems to contravene SCDC's sustainability policy. We would also like to draw the attention to the critical RTC on 12 December 2023 in the location of application 23/04358/PRIOR*

**Decision:** Prior approval given (04 January 2024)

It was noted.

- b) [23/1524/TTCA](#) | **Proposal:** 1) Holly - reduce height by about 2m and reduce house side by about 50cm  
2) Pear - dead fell 3) Rhamnus - fell -to allow light to the cherry which it has engulfed | **Site address:** 10 Dolphin Lane Melbourn Cambridgeshire SG8 6AE |

*No MPC Comment*

**Decision:** Have no objection to (29 January 2024)

It was noted.



- c) [20/04639/CONDB](#) | **Proposal:** Submission of details required by condition 4 (Surface water and Foul water drainage) of planning permission 20/04639/FUL | **Site address:** Summer House Farm, Summer House Cottage New Road Melbourn Cambridgeshire SG8 6DL |  
*No MPC Comment*  
**Decision:** Discharge Condition in Full (31 January 2024)

It was noted.

#### PL104/24 Correspondence

- a) To note extension of time agreement for planning application [23/01134/FUL](#) (Bruntwood) – extending the deciding period to 20 March 2024.

It was noted.

- b) To note correspondence sent to Cllrs from Waldon Telecom with regard to the proposed base station upgrade at Royston Veterinary Centre, Flint Cross. Communication was shared with other wards as this location sits on the border of a few.

*1 response received – no objection. Response sent 7 February 2014.*

It was noted. No objections.

- c) To note response from SCDC with regard to call for a vote of no confidence in the SCDC Planning Department and Committee.

It was noted.

- d) To note Clerks attendance at event: Greater Cambridge Shared Planning: Unlocking the Potential of Your Parish – How the Planning Team Can Support You as a Parish Clerk on 17 April 2024.  
If you have any comments you would like to make to GCSP we have been asked to share our responses to the question ‘How can the Planning Service help you and the residents in your parish?’

It was noted.

- e) Councillors to note the Melbourn Ward primary contact for Greater Cambridge Shared Planning is Rebecca Smith.

It was noted.

#### PL105/24 To note the following applications for tree work:

- a) [24/0042/TTCA](#) | **Proposal:** T.49 Lawson Cypress - Fell to ground level dead tree. | **Site address:** All Saints Parish Church High Street Melbourn | (Deadline: 31/01/24)  
*No objections received before meeting.*

No objections – permission granted and works proceeding.

- b) [24/0132/TTPO](#) | **Proposal:** T.1 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird faeces. Re plant with Rowan  
T.2 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird faeces. Re plant with Rowan. | **Site address:** 3 Garden End Melbourn Cambridgeshire | (Deadline: 16/02/24)

No objections – no need to comment.

#### PL106/24 Planning Applications:

- a) [24/00127/LBC](#) | **Proposal:** Removal of an existing fire surround and installation of a new fire surround and wood burner. | **Site address:** 43 High Street Melbourn Cambridgeshire | (Deadline to comment 14/02/24)

No objections.

- b) [23/04712/HFUL](#) | **Proposal:** Creation of a new drop kerb. | **Site address:** 5 Orchard Way Melbourn Cambridgeshire SG8 6HT | (Deadline to comment 14/02/24)

It was RESOLVED to support no comment.

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

Cllr Wilson noted that works to a drop kerb on Fordham Way had not been carried out to a satisfactory standard and wanted to warn individuals planning this work to use a reputable contractor. ACTION: Office to report works to Highways if causing an issue.

- c) [24/00099/HFUL](#) | **Proposal:** Part double part single storey rear extension, single storey front extension, alterations to windows, new drop kerb and driveway to front garden. | **Site address:** 68 Medcalfe Way Melbourn Cambridgeshire SG8 6HU | (Deadline to comment 20/02/24)

It was RESOLVED to support no comment.  
Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.

**PL107/24 Land ownership update on Maple Way**

- a) To note parcels of land owned by Melbourn Parish Council and update.

It was noted and confirmed that MPC own the parcels of land as shown on Maple Way.  
It was noted that as MPC have been tending to and maintaining the area for an extensive period of time the ownership of the 'layby' area could land with MPC. ACTION: Office to seek legal advice as to if this would be an acceptable route to ascertain ownership of the layby.

- b) To note and consider response to correspondence from The Ely Planning Company with regard to development at the rear of 65 Orchard Road.

It was RESOLVED to respond stating the following:  
MPC support the development of land to the rear of 65 Orchard Road in principle. Concerns raised with the suggested entry/exit route you have highlighted include:

- Maple Way has extensive parking and traffic issues and MPC feel any additional turnings would exacerbate the current issues.
- Option to cross the 'layby' would cause parking issues for current residents / users as well as residents of the new homes – MPC foresee access issues to the new site.
- MPC work to a policy of not giving or selling land to developers.
- MPC believe the only suitable option would be to enter/exit the new homes off Orchard Road.

Proposed by Cllr Wilson, seconded by Cllr Clark.  
In favour: Cllrs Barnes, Clark, Kilmurray, Wilson  
Abstain: Cllr Alexander

**PL108/24 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive any updates and consider actions

To note update of application 23/02510/FUL (Erection of single storey dwelling and retention of existing mobile caravan within the site. Partly retrospective. Southside View London Way Melbourn Cambridgeshire).

**PL109/24 To note the date of next meeting as Monday 11 March 2024 at 7.30pm**

The date of the next Planning Committee Meeting was noted as Monday 11 March 2024.

*Meeting closed 20:12*

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Planning Committee** held on Monday 8 January 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

**In attendance:** Abi Williams (Parish Clerk)

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:30*

**PL086/24 To receive and approve apologies for absence**

None received.

**PL087/24 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

Declaration of interest was received from Cllr Alexander in item PL095/24a.

Dispensation was granted to stay for the discussion but not to take part in any vote.

**PL088/24 To approve the minutes of the Planning Committee Meeting on 11 December 2023**

It was RESOLVED to approve the minutes from the Planning Committee Meeting held on 11 December 2023 as an accurate record of the meeting.

Proposed Cllr Hart, seconded Cllr Barnes. All in favour.

**PL089/24 To report back on the minutes of the Planning Committee Meetings on 11 December 2023**

Nothing to report.

**PL090/24 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.

**PL091/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [23/02072/FUL](#) | **Proposal:** Change of use of taxi headquarters/control centre to car servicing workshop (Class E(g)(iii)) | **Site address:** 10A The Moor Melbourn Cambridgeshire SG8 6ED | *MPC Comments: Object with comments about the noise, inconvenience to neighbours in a residential area, proximity to a care home, smells, concern about the storage of hazardous materials, and the increase of vehicles.*

**Decision:** Granted permission (11 December 2023)

It was noted.

Cllr Clark requested the office write to Planning to ask why the application was approved when there were so many objections.

- b) [22/01913/CONDE](#) | **Proposal:** Submission of details required by conditions 1(Development begun before 3 years) and 19 (Biodiversity Net Gain-BNG) of planning permission 22/01913/FUL | **Site address:** Land To The Rear Of 151 To 155 High Street Melbourn Cambridgeshire SG8 6AT | **Decision:** Split decision (20 December 2023)

It was noted.

- c) [23/03858/HFUL](#) | **Proposal:** Single storey front and rear extensions, removal of rear conservatory | **Site address:** 19 Beeton Close Melbourn Cambridgeshire SG8 6HN | *MPC Comments: It was RESOLVED to support no comment.*

**Decision:** Granted permission (21 December 2023)

It was noted.

Signed:..... Date:.....

**PL092/24 Correspondence**

- a) INFORMATION ONLY: [22/02011/CONDC](#) | **Proposal:** Submission of details required by conditions 12 (contamination), 17 (lighting design strategy for biodiversity) and 19 ( parking of cycles) of planning permission 22/02011/FUL | **Site address:** 29 High Street Melbourn Cambridgeshire SG8 6EB |

Noted.

**PL093/24 To note the following applications for tree work:**

- a) [23/1524/TTCA](#) | **Proposal:** 1) Holly - reduce height by about 2m and reduce house side by about 50cm  
2) Pear - dead fell 3) Rhamnus - fell -to allow light to the cherry which it has engulfed | **Site address:** 10 Dolphin Lane Melbourn Cambridgeshire | (Deadline: 11/01/24)

*No comments received before meeting.*

It was noted.

**PL094/24 Planning Applications:**

- a) [23/04731/HFUL](#) | **Proposal:** Single storey rear extension | **Site address:** 45 New Road Melbourn Cambridgeshire | (Deadline to comment 10/01/24)

It was RESOLVED to support no comment.

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

- b) [23/04657/HFUL](#) | **Proposal:** The erection of a timber garage on the front driveway | **Site address:** 19 Orchard Road Melbourn Cambridgeshire SG8 6HL | (Deadline to comment 11/01/24)

It was RESOLVED to support no comment.

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

- c) [23/04829/HFUL](#) | **Proposal:** Single storey side and rear extension | **Site address:** 14 Carlton Rise Melbourn Cambridgeshire SG8 6BZ | (Deadline to comment 17/01/24)

It was RESOLVED to support no comment.

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

- d) [23/04872/HFUL](#) | **Proposal:** Single storey extension to rear | **Site address:** 23 Beeton Close Melbourn Cambridgeshire SG8 6HN | (Deadline to comment 23/01/24)

It was RESOLVED to support no comment.

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

**PL095/24 Land ownership on Maple Way**

- a) Discussion on the ownership of land used as layby/parking opposite The Black Horse, running parallel to 65 Orchard Road.

Resulting from the clearance of land to the rear of 65 Orchard Road the Council will try to ascertain the ownership of the land on Maple Way. ACTION: Office to confirm land ownership of two parcels either end of area with Land Registry and contact Highways and Planning re the ownership of the land currently used for parking.

**PL096/24 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive any updates and consider actions

None received.

**PL097/24 To note the date of next meeting as Monday 12 February 2024 at 7.30pm**

The date of the next Planning Committee Meeting was noted as Monday 12 February 2024.

*Meeting closed 19:53*

**MELBOURN PARISH COUNCIL - PLANNING COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Planning Committee** held on Monday 11 December at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

**In attendance:** Abi Williams (Parish Clerk), Alex Coxall (Parish Clerk)

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:32*

**PL074/23 To receive and approve apologies for absence**

Apologies for absence were received from Cllrs Alexander, Hart and Barnes, with appropriate reasons given.

It was RESOLVED to approve the apologies for absence given by Cllrs listed.

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

**PL075/23 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.

**PL076/23 To approve the minutes of the Planning Committee Meeting on 13 November 2023**

- a) To note the correction on item PL070 23 a) from Environment Agency to Environmental Health.

It was RESOLVED to approve the minutes from the Planning Committee Meeting on 13 November 2023, with the correction as noted in PL076/23a), as an accurate record of the meeting.

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

**PL077/23 To report back on the minutes of the Planning Committee Meetings on 13 November 2023**

Nothing to report.

**PL078/23 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.

**PL079/23 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) [22/01913/CONDA](#) | **Proposal:** Submission of details required by condition 7 (Traffic Management Plan) and 10 (CEMP) of planning permission 22/01913/FUL | **Site address:** Land To The Rear Of 151 To 155 High Street Melbourn Cambridgeshire SG8 6AT |

**Decision:** Discharge condition in full (29 November 2023)

It was noted.

- b) [23/03809/HFUL](#) | **Proposal:** Demolition of existing garage and rear extension to form new annexe ancillary to existing dwelling and first floor rear extension. | **Site address:** 52 Medcalfe Way Melbourn Cambridgeshire SG8 6HU |

**Decision:** Granted permission (27 November 2023)

**MPC Comment:** *It was RESOLVED to support no comment.*

It was noted.

**PL080/23 Correspondence**

- a) To note further correspondence from resident objecting to CALA homes development off Water Lane presented at Parish Council Meeting 27 November 2023 item PC127/23

Correspondence was noted and saved on file for such time as required.

Signed:..... Date:.....

**PL081/23 To note the following applications for tree work:**

- a) [23/1422/TTCA](#) | **Proposal:** Overgrown Leyland Cypress hedgerow (referenced on site plan as H1-C) forming part of the eastern boundary of 31 High Street, SG8 6EB. Hedgerow to be removed entirely as it is overgrown, in poor condition, damaged on the neighbouring side and encompassing the power cable which has been classed as urgent by the power network. | **Site address:** 31 High Street Melbourn Cambridgeshire | (Deadline passed: 08/12/23)

*No comments received before meeting.*

It was noted.

**PL082/23 Planning Applications:**

- a) [23/04358/PRIOR](#) | **Proposal:** Change of Use of Agricultural Buildings to 5 No. Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion | **Site address:** Hillside Farm Newmarket Road Melbourn Cambridgeshire | (Deadline to comment 13/12/23)

[Related cases](#)

It was RESOLVED to object with the following comments.

The Parish wishes to share concerns around road safety as residents will have to access and enter the site on a 60mph road.

There is no footpath or safe green-way routes to the site for pedestrians and cyclists.

The application seems to contravene SCDC's sustainability policy.

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

*Post meeting note: Chair approved the addition of information regarding critical RTC on 12 December 2023 in the location of application 23/04358/PRIOR to the objection comments above.*

**PL083/23 To consider report and TP1 approval in regard to land at Rosemary Place, off New Road**

It was RESOLVED to approve signing of the TP1 for land at Rosemary Place, New Road to full council.

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

**PL084/23 Compliance updates: To consider any compliance updates received since last meeting**

- a) To receive an updates and consider actions

None received.

**PL085/23 To note the date of next meeting: Monday 8 January 2024**

The date of the next meeting was noted as Monday 8 January 2024.

**Chairs announcement**

It was noted that Stonebond had agreed to reimburse Melbourn Parish Council the sum of £2,980.00 to use a Melbourn Parish Council contractor to carry out remedial works at Orchard Gardens to allow for the land transfer to proceed at Piggott Close, The Moor.

*Meeting closed 19:44*



**parish clerk**

---

**From:** Cllr Jose Hales (SCambs - Melbourn) <cldr.hales@scambs.gov.uk>  
**Sent:** 15 December 2023 11:54  
**To:** Planning Trees  
**Cc:** [REDACTED]  
**Subject:** [REDACTED]  
**Attachments:** [REDACTED]

**Flag Status:** Flagged

Good morning,

Following my call this morning with Mr Sargent I was advised by him to write in with my concerns with the what looks like a complete removal of mature trees at the above address.

I have attached some pictures that hopefully show the extent of the removal, I will try and locate some pictures of the 'before'. [REDACTED]

I was contacted around the turn of this year by the occupant of 65 Orchard Rd a [REDACTED] on [REDACTED] plans to apply for planning permission to put three houses on the bottom of [REDACTED] garden.

I advised that [REDACTED] contact SCDC planning to arrange an appointment with planning officers to discuss [REDACTED] plans before spending a lot of money, and be potentially disappointed. It appears on the surface that this has not been done.

I'm not aware of any planning application for the site.

The works carried out so far has caused a dramatic alteration to the street scene in both Maple Way and Orchard Rd.

This email is to record the works with the trees dept and potentially trigger response from planners.

Kind regards

**Cllr Jose Hales**

[REDACTED]

*District Councillor for Melbourn, Meldreth, Shepreth & Whaddon.*

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Our Ref: 23/01134/FUL  
Portal Ref: PP-11939677

15 January 2024



[REDACTED]  
Savills (UK) Ltd  
Unex House  
132-134 Hills Road  
Cambridge  
CB2 8PA

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scambs.gov.uk](http://www.scambs.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Sir/Madam

### **South Cambridgeshire District Council Application for Planning Permission**

Proposal: Demolition of 13,594sq.m of existing buildings, alterations and extensions by 1,127 sq.m to retained buildings to allow use within Class E within Ash House, Class E(b) within Moat House and Class C1 within the new wing rear of Moat House, development of 46,031 sq.m of new office and technology research facilities (Class E(g)(i), (ii) and (iii)) including continued use of DaVinci building and 22,941 sq.m of ancillary buildings for vehicle and cycle parking, together with temporary and permanent plant and infrastructure works including formation of two additional vehicular accesses and one additional vehicular egress from Cambridge Road and landscaping.

Site address: Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire

Your client: Bruntwood SciTech Melbourn Limited

In acknowledging receipt of the above application, I informed you that the target date for determination of the application was 14th June 2023 with a previous extension agreed until 12th January 2024. While every endeavour has been made to reach a decision on your application within the statutory time, unfortunately this will not be possible.

The reason(s) why your application has not yet been decided are as follows:

1. The target committee date falls outside the statutory determination date.
2. The Section 106 Agreement requires negotiation and completion following a resolution to grant planning permission by committee.

I am therefore writing to ask you to formally agree to extend the period for deciding your application until **20th March 2024**.

Please indicate your agreement by signing and dating in the box at the foot of this page and emailing it back to me by return. Please retain a copy of this letter for your own records.

Yours faithfully

[REDACTED]

Principal Planning Officer

Email: [REDACTED]

Direct dial:

**Response:**

I agree to an extension of time until 20th March 2024 to determine the application referred to above.

<b>Name (please print)</b> [REDACTED]	<b>Electronic Signature</b> [REDACTED]
<b>Date</b> 15th January 2024	

## parish clerk

---

**From:** [REDACTED]  
**Sent:** 25 January 2024 12:05  
**To:** parishclerk@melbournpc.co.uk  
**Subject:** Proposed telecommunications upgrade - Royston Veterinary Centre, Flint Cross, Melbourn, Royston SG8 7PN (NGR: 540889, 242868) (CD/CTIL\_110888\_25) - Clerk Claire Littlewood  
**Attachments:** CTIL\_110888\_25, VMO2\_70895 Planning Drawings (REV\_A).pdf; CTIL\_110888\_25, VMO2\_70895 Planning Consultation Letter to Melbourn Parish Council - Clerk Claire Littlewood.pdf

Dear Clerk [REDACTED],

I am writing on behalf of Cornerstone with regards to the existing telecommunications site located at Royston Veterinary Centre, Flint Cross, Melbourn, Royston SG8 7PN (NGR: 540889, 242868).

VMO2 (trading as O2) have identified a requirement for an upgrade to this existing installation to improve network coverage within the surrounding area.

Please find the attached consultation letter and drawings in regards to the proposed alterations to the existing VMO2 site at Royston Veterinary Centre.

Kind Regards,

[REDACTED]  
Acquisition Project Coordinator | Waldon Telecom  
Direct Line:



[www.waldontelecom.com](http://www.waldontelecom.com)

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Waldon Telecom Limited  
Registered Office: Abel Smith House, Gunnels Wood Road, Stevenage, Hertfordshire, SG1 2ST  
Registered in England. Company Number 03651880

Please consider the environment before printing this email.



Our ref: CD/CTIL\_110888\_25

Clerk [REDACTED]  
Melbourn Parish Council  
30 High Street  
Melbourn  
Royston  
SG8 6DZ

Waldon Telecom Ltd  
West Lodge  
Station Approach  
West Byfleet  
KT14 6NG

Thursday, January 25, 2024

**BY EMAIL**

Dear Melbourn Ward Representatives,

**PROPOSED BASE STATION UPGRADE AT CTIL\_110888\_25, ROYSTON VETERINARY CENTRE, FLINT CROSS, MELBOURN, ROYSTON SG8 7PN (NGR: 540889, 242868)**

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone have identified this site as suitable for an equipment upgrade for VMO2 (trading as O2).

The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and VMO2 are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.


As part of VMO2's network improvement program, there is a specific requirement for a radio base station upgrade at this location to improve 3G, 4G and provide new 5G network coverage in the local area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:  
Cornerstone Telecommunications, Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.  
Registered in England & Wales No. 08087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA

Please find below the details of the proposed site: -

Our technical network requirement is as follows:

- CTIL\_110888\_25, Royston Veterinary Centre.
- To improve 3G, 4G and provide new 5G network coverage for VMO2 in the local area.

We consider the best solution is as follows:

- Royston Veterinary Centre, Flint Cross, Melbourn, Royston SG8 7PN (NGR: 540889, 242868).
- The proposed description comprises of the removal of the existing 22.5m monopole to be replaced with a new 22.5m monopole supporting 2no. antennas, 2no. 300mm dishes and 1no. 600mm dish, internal cabinet works and ancillary works thereto.
- This option has been chosen as it utilises an existing installation which will improve coverage with minimal changes to the equipment, reducing the visual impact on the surrounding area as far as technically possible.

The Local Planning Authority mast register and the Development Plan have been taken into account and the planning history of the site has been examined.


All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CTIL\_110888\_25)

Yours faithfully,




**Waldon Telecom Ltd.**  
(for and on behalf of Cornerstone)  
Email: 

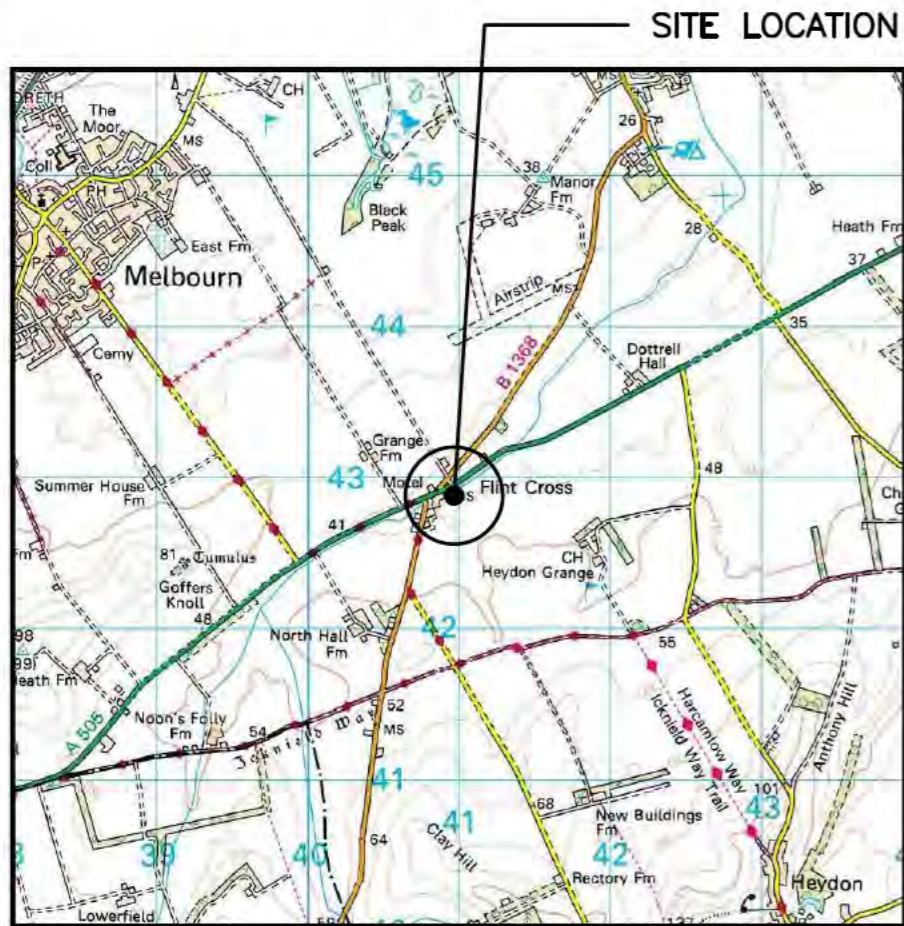
**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:  
Cornerstone Telecommunications, Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.  
Registered in England & Wales No. 08087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA





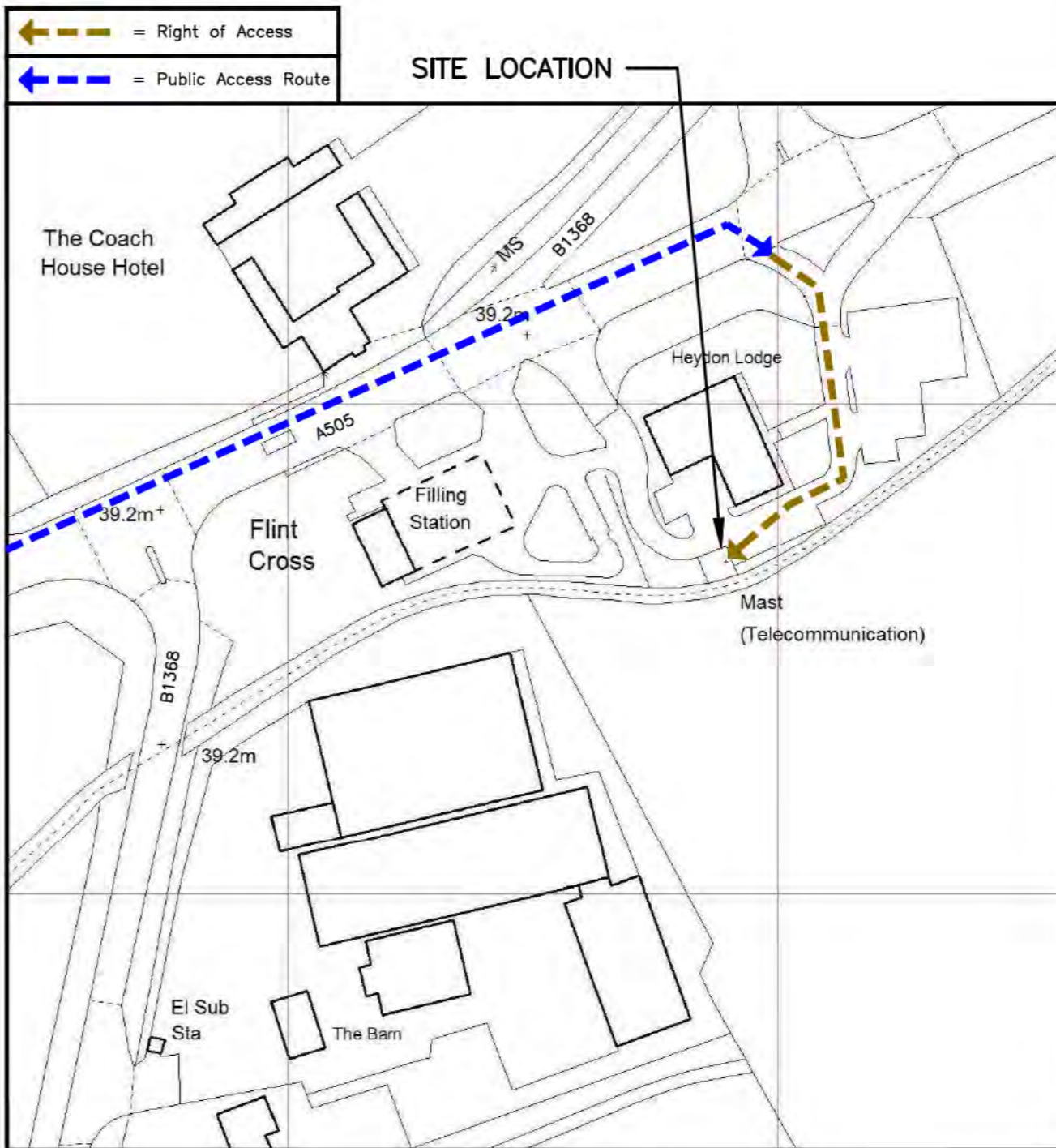
**SITE LOCATION**  
(Scale 1:50000)

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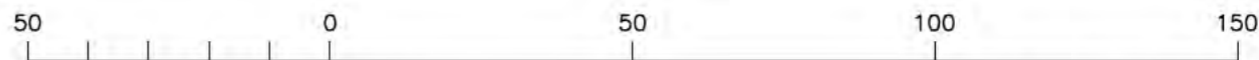
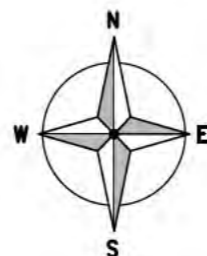
**SITE PHOTOGRAPH**

The drawings comply with VMO2 & VF Standard ICNIRP guidelines. Designed in accordance with Cornerstone documents: SDN0008v5.0 & SDN0007.



**DETAILED SITE LOCATION**  
(Scale 1:1250)

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ORIGINAL SCALE AT A3 - 1:1250

ALL DIMENSIONS IN METRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540889 N: 242868

DIRECTIONS TO SITE:

TRAVELING ON THE A1(M):

- EXIT AT JUNCTION 9
- TAKE THE A505 EAST TOWARDS ROYSTON
- CONTINUE ON THE A505 FOR 14.9miles, CROSSING 5No ROUNDABOUTS
- ENTRANCE TO SITE IS ON RIGHT HAND SIDE DIRECTLY AFTER THE JUNCTION WITH THE B1368

NOTES:

A	Issued for Construction	GL	SB	21.11.23
REV	MODIFICATION	BY	CH	DATE

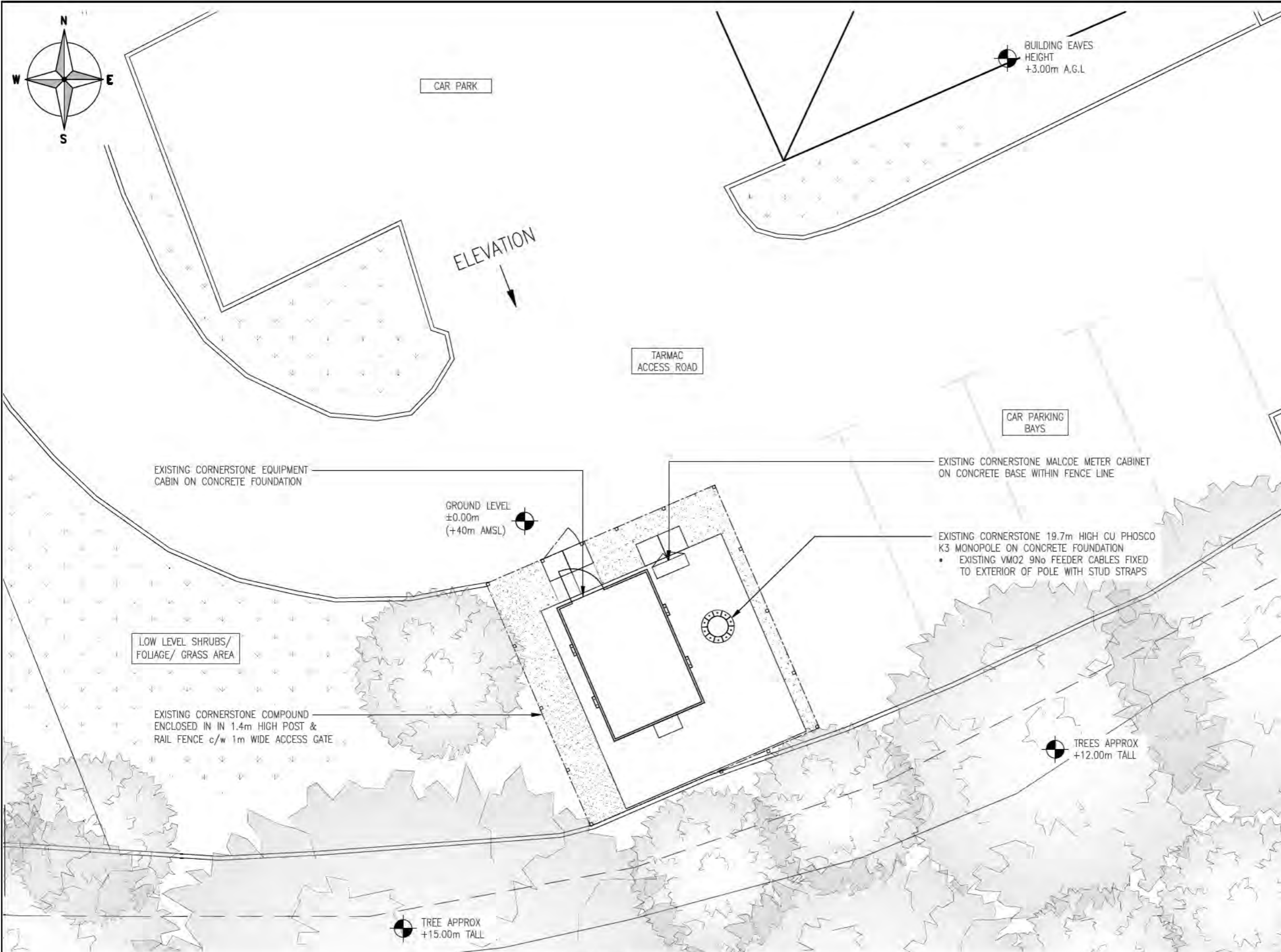


Cell Name		Opt.
LITTLE CHEF ROYSTON EAST		-
Cell ID No		
CORNERSTONE	VMO2	VF
11088825	070895	07729

Site Address / Contact Details  
LITTLE CHEF (FORMER)  
A505 HEYDON  
BALDOCK ROAD  
ROYSTON  
SG8 9NT

Drawing Title: SITE LOCATION MAPS				
Purpose of issue: CONSTRUCTION				Dwg Rev:
Drawing Number: 100				A
Surveyed By: GREENLIGHT	Original Sheet Size: A3		Pack Issue:	
Drawn: PN	Date: 21.11.23	Checked: SB	Date: 21.11.23	A





**EXISTING SITE PLAN**  
(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540889 N: 242868

NOTES:

A	Issued for Construction	GL	SB	21.11.23
REV	MODIFICATION	BY	CH	DATE



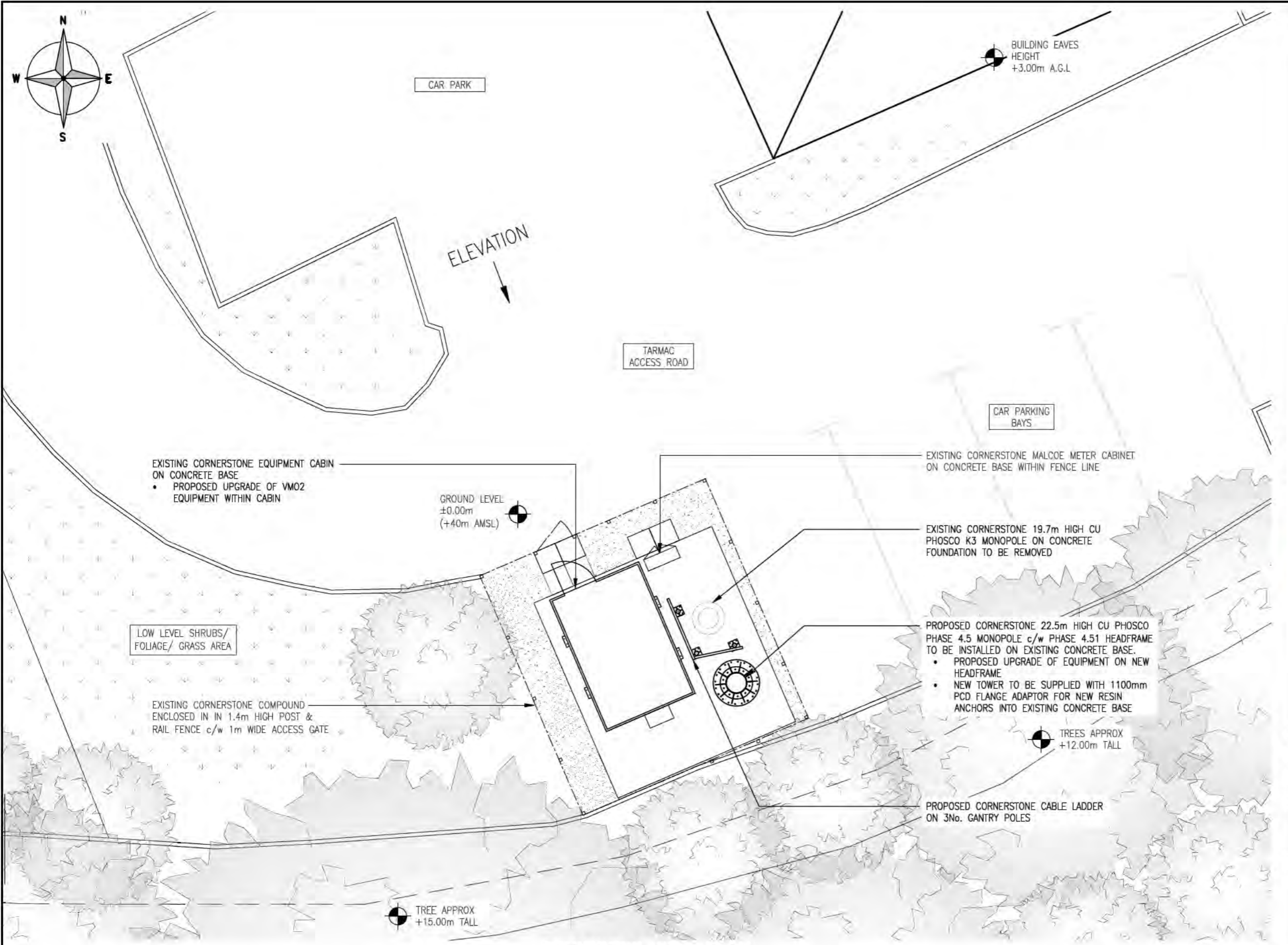
Cell Name	Opt.
LITTLE CHEF ROYSTON EAST	-

Cell ID No		
CORNERSTONE	VMO2	VF
11088825	070895	07729

Site Address / Contact Details
LITTLE CHEF (FORMER) A505 HEYDON BALDOCK ROAD ROYSTON SG8 9NT

Drawing Title:	EXISTING SITE PLAN		
Purpose of issue:	CONSTRUCTION		Dwg Rev:
Drawing Number:	200		A
Surveyed By:	Original Sheet Size:	Pack Issue:	
GREENLIGHT	A3	A	
Drawn:	Date:	Checked:	Date:
PN	21.11.23	SB	21.11.23





**PROPOSED SITE PLAN**  
(1:100)



The drawings comply with VMO2 & VF Standard ICNIRP guidelines.  
Designed in accordance with Cornerstone documents: SDN0008v5.0 & SDN0007.

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540889 N: 242868

NOTES:

A	Issued for Construction	GL	SB	21.11.23
REV	MODIFICATION	BY	CH	DATE



Cell Name	Opt.
LITTLE CHEF ROYSTON EAST	-

Cell ID No

CORNERSTONE	VMO2	VF
11088825	070895	07729

Site Address / Contact Details  
LITTLE CHEF (FORMER)  
A505 HEYDON  
BALDOCK ROAD  
ROYSTON  
SG8 9NT

Drawing Title: PROPOSED SITE PLAN

Purpose of issue: CONSTRUCTION Dwg Rev:

Drawing Number: 201 A

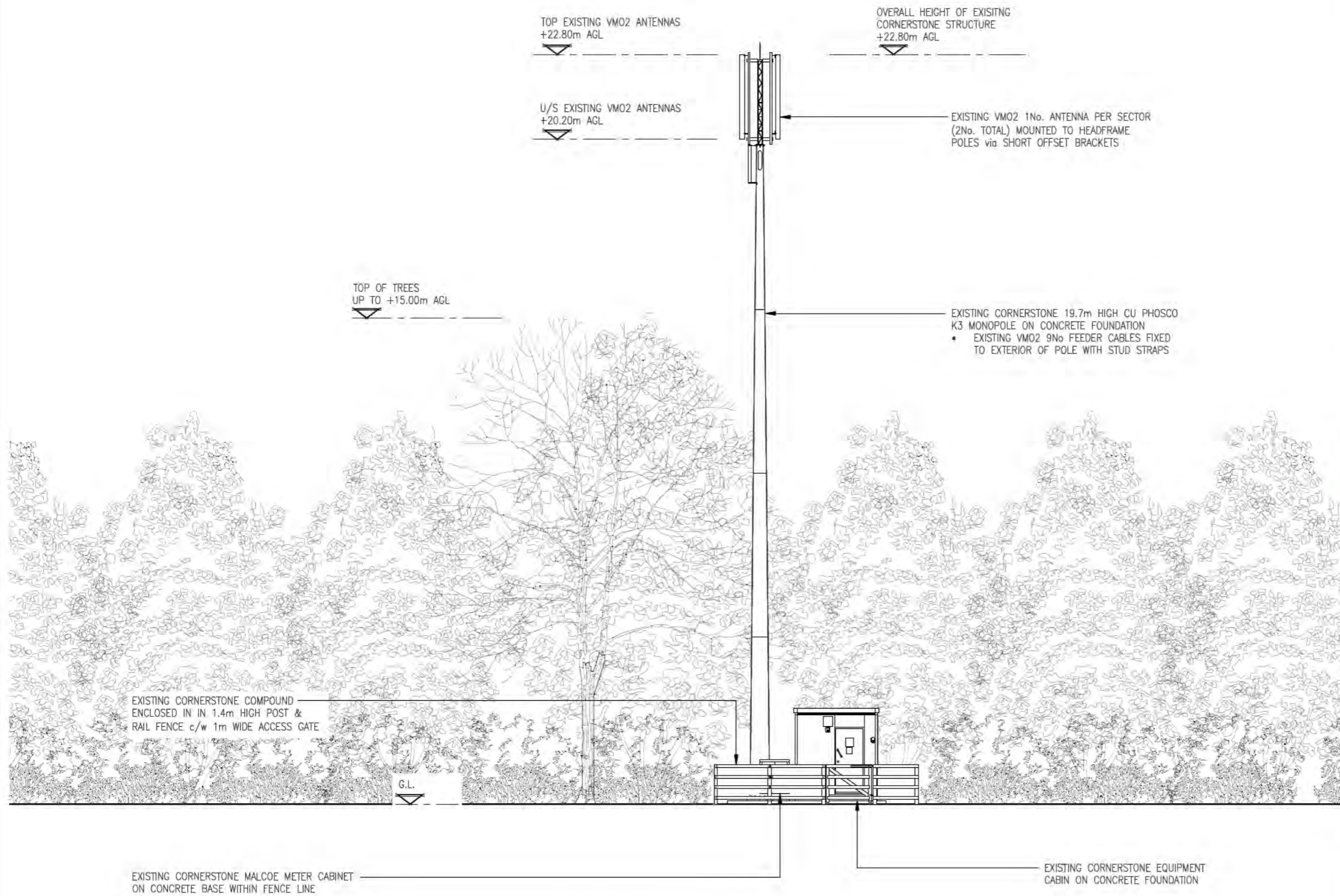
Surveyed By: GREENLIGHT	Original Sheet Size: A3	Pack Issue:
Drawn: PN	Date: 21.11.23	Checked: SB
Date: 21.11.23	Date: 21.11.23	A



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540889 N: 242868

NOTES:



**EXISTING SITE ELEVATION**  
(1:125)



REV	A	Issued for Construction	GL	SB	21.11.23
		MODIFICATION	BY	CH	DATE



Cell Name	Opt.
LITTLE CHEF ROYSTON EAST	-

Cell ID No		
CORNERSTONE	VMO2	VF
11088825	070895	07729

Site Address / Contact Details
LITTLE CHEF (FORMER) A505 HEYDON BALDOCK ROAD ROYSTON SG8 9NT

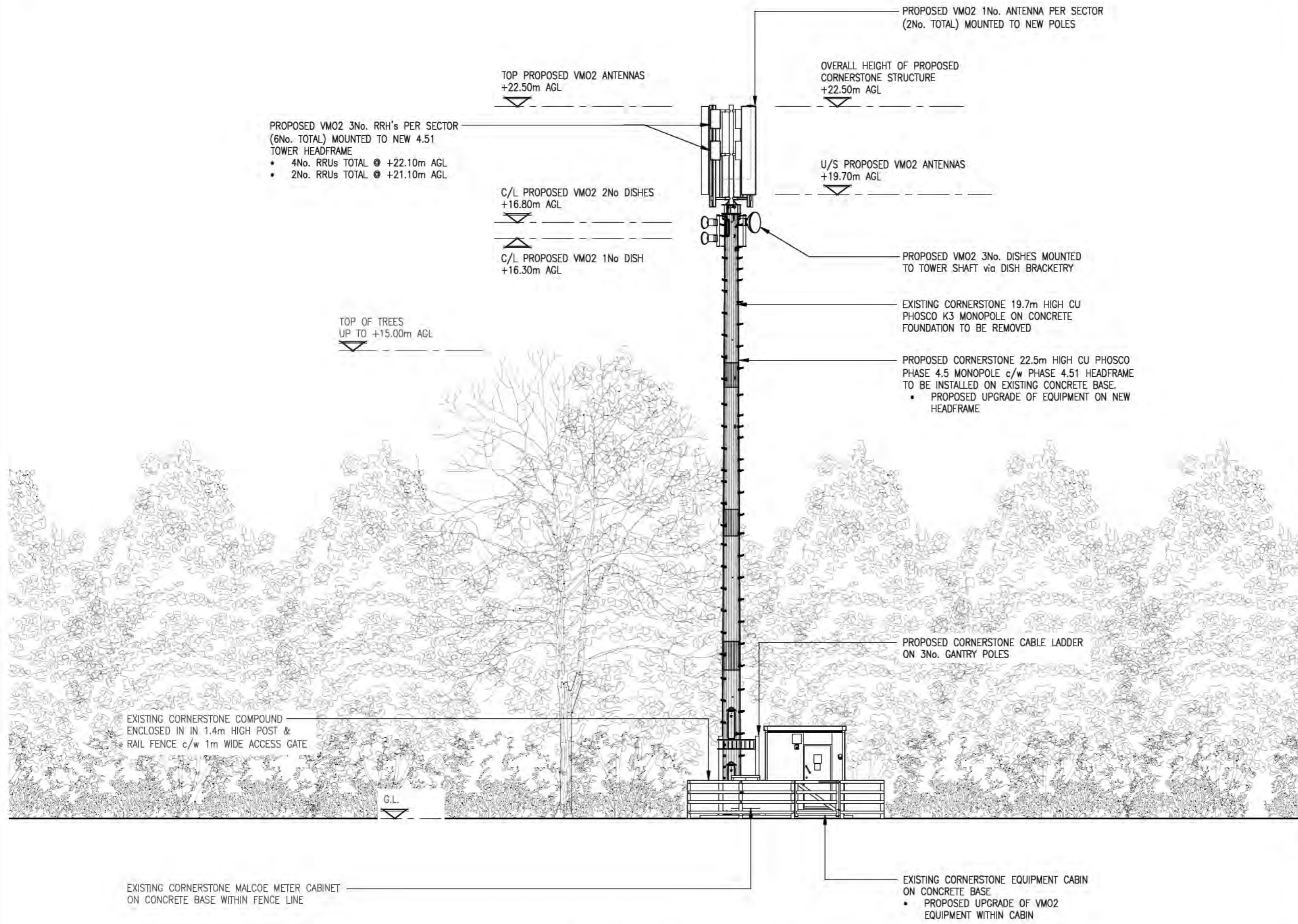
Drawing Title: EXISTING SITE ELEVATION				
Purpose of issue: <b>CONSTRUCTION</b>				Dwg Rev:
Drawing Number: 300				A
Surveyed By: GREENLIGHT	Original Sheet Size: A3		Pack Issue:	
Drawn: PN	Date: 21.11.23	Checked: SB	Date: 21.11.23	A



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 540889 N: 242868

NOTES:



**PROPOSED SITE ELEVATION**  
(1:125)



The drawings comply with VMO2 & VF Standard ICNIRP guidelines.  
Designed in accordance with Cornerstone documents: SDN0008v5.0 & SDN0007.

A	Issued for Construction	GL	SB	21.11.23
REV	MODIFICATION	BY	CH	DATE



CORNERSTONE - VMO2 SOUTH EAST

Cell Name	Opt.
LITTLE CHEF ROYSTON EAST	-

Cell ID No

CORNERSTONE	VMO2	VF
11088825	070895	07729

Site Address / Contact Details

LITTLE CHEF (FORMER)  
A505 HEYDON  
BALDOCK ROAD  
ROYSTON  
SGB 9NT

Drawing Title:  
PROPOSED SITE ELEVATION

Purpose of issue:  
**CONSTRUCTION**

Drawing Number:  
301

Surveyed By:  
GREENLIGHT

Original Sheet Size:  
A3

Drawn: PN Date: 21.11.23 Checked: SB Date: 21.11.23

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



**South  
Cambridgeshire**  
District Council

All Parish Councillors in South Cambridgeshire

Our ref: BS/JG/SG  
Your ref:  
26 January 2024

Corporate  
Contact: Bridget Smith

Email: [REDACTED]

Dear Parish Councillors,

**Re: Letter regarding Parish Council Planning Engagement**

I am writing to you because I am aware you have been sent a letter from Cllr [REDACTED], Chair of [REDACTED] Parish Council and former Conservative District Councillor for [REDACTED] ward, who sat on the Planning Committee during his tenure. The letter expresses concerns about the relationship between town and parish councils and the Planning Department and Committee at South Cambridgeshire District Council. I therefore wanted to write to you with some factual information which you may find helpful. Engagement with parish councils as part of the planning process is really important to us.

However, we of course recognise that planning decisions are by their nature often controversial because you, like us, care deeply about where you live. That being said, planning decisions are based on a strict framework of national policies as well as the priority policies of the Council itself – an example of this is the Council's policy of insisting 20% net gain in biodiversity, where no such requirement exist in the national framework. The Planning Committee in its deliberations take these policies into account and make decisions based on balanced material planning grounds.



Within the planning process, we regularly consult with town and parish councils on planning applications that affect their areas. Beyond this routine engagement however, we proactively engage with parishes in several ways:

- Every four months we host a Parish Forum, to which all town and parish councillors are invited. The forum is jointly chaired by Cllr Tumi Hawkins, Lead Cabinet Member for Planning, and Heather Jones, Deputy Director of Greater Cambridge Shared Planning Service, and provides a space for town and parish councillors to ask questions, provide feedback on specific issues and enable discussion on new initiatives. Each of these meetings is recorded and the recording is made publicly available on YouTube, as well as being sent to all Parishes. These meetings are driven by the needs of parish councillors and prior to each meeting a questionnaire is sent out so that the agenda can include the topics you wish to cover.
- In addition, we are currently arranging a session for Parish council clerks, to offer additional training, increase their familiarity with the planning team and give them an opportunity to raise any items with us. This session “Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk” will be held in the South Cambs Council Chamber on Wednesday 17 April 2024 at 11:30 am. We strongly encourage clerks to sign up if they have not already done so.
- Where there are specific issues or applications which councillors would like to discuss with us, we are happy to organise ad hoc meetings for this purpose and have done so on a number of occasions in the past.
- On request, officers can attend town and parish council meetings to discuss planning applications and other queries more broadly. If this is something your Council would be interested in then please reach out to Toby Williams for Area Team East ( [REDACTED] ) and Rebecca Smith ( [REDACTED] ) for Area Team West to arrange this.
- In areas where there are large scale developments, officers also attend Parish Liaison Meetings to aid discussions between town and parish councils,





developers, statutory provides (such as NHS, utilities and water companies) and other relevant representatives of communities.

- Every Monday morning, we email out the details of ongoing planning applications to all town and parish councils alongside the details of training that is on offer to parish councillors. We also supply training to parish councillors on specific topics such as Section 106 agreements and Compliance (formerly Enforcement). To learn more about this training, please contact Beverley Childs ([REDACTED]).
- On a wider sense, we have also provided all parish council clerks with named contacts within each Council department – including a phone number, email address and back-up contacts. This list is provided and updated via our parish e-bulletin, which gets sent out to all parish councils every other month.

It is incredibly important to us that town and parish councils can take a meaningful part in the planning process. Parish councillors, working alongside district councillors, act as ambassadors for their local communities, and by engaging early in the planning process can help officers push to ensure developments bring the maximum benefit for their communities.

The planning process can be a divisive one, but also provides an opportunity to bring communities together in support of a shared vision for their future. As key stakeholders in your communities, we hope this letter has gone some way in reassuring you that we appreciate the importance of your contributions to the planning process and that we welcome further engagement from parish councillors. I – or any other member of my Cabinet, in particular the Lead Member for Planning – would welcome the chance to come along to an upcoming parish council meeting should you find it helpful.

Yours faithfully,

[REDACTED]

**CIlr Bridget Smith**  
Leader of the Council

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Proposal for South Cambridgeshire Parish Councils to deliver a vote of no confidence in the SCDC Planning Department and Committee  
**Date:** 24 January 2024 11:27:00  
**Attachments:** [REDACTED]

---

Dear Councillors

I'm Chair of [REDACTED] Parish Council and I'm writing to you today to establish whether you are confident in the performance of the Planning Department and Planning Committee at South Cambridgeshire District Council.

[REDACTED] Parish Council has been concerned about the performance of the Planning Department for some time - not least because we feel that Parish Council participation in planning decisions that affect our Parish is being eroded. We have no relationship with planning officers and the planning team. We are **concerned that** this may be deliberate and is designed to marginalise Parish Councils and reduce their ability to affect planning decisions.

This strategy was made even clearer to me after I attended the Planning Committee Meeting held on the Wednesday the 17th of January. [REDACTED] Parish Council had unanimously voted to object to a planning application for 5 self-build houses outside of our village framework and I was there to speak against the application.

In the event this application, along with all the other applications before the Planning Committee on January 17th, was approved. That, in itself, shouldn't automatically raise concerns. It's only when you examine the nature of the applications, and decisions reached, that you begins to question the Planning Department's agenda and whether they are working on behalf of residents.

I went to the meeting early to hear presentations and discussions on the other applications before the Committee. Very quickly I became concerned by the poor quality of the discussions. Over the course the morning, and early afternoon, officers and committee members ignored the Council's own development plan policies on sustainability, the need to reduce reliance of private cars, and on development in the countryside outside of village frameworks. They also ignored Gamlingay's Neighbourhood Plan. Specifically:

- A full planning application (23/00123/FUL) for the erection of 256 dwellings on land south of the pond on the Cambourne Business Park was approved despite they fact there will be no vehicle access to West Cambourne from the site. Cambourne Town Council, and Cambourne residents, are more than a little perturbed by this given that, at the time of the West Cambourne application, assurances were given **the the** **ISSUE** of road access would be resolved when the business park site was developed.

- A full planning application (23/03311/FUL) for the demolition of agricultural buildings and erection of five 5 No. dwellings with associated access and landscaping in Little Heath, Gamlingay. This application was approved despite the fact that the application is for 4-bedrooms properties outside the village framework. In approving this application the Committee also ignored Gamlingay's Neighbourhood Plan which focuses on local need and the provision of smaller 1 and 2 bedroom properties (Policies 4.12 and 4.13 **Gamlingay** Neighbourhood plan).

- An outline planning application (23/02752/OUT) for the erection of up to five self-build dwellings off the Old North Road, Bourn. This application is in the the countryside outside the development frameworks of both Bourn and Longstowe. The site is **served by** a twice daily bus service and is close to a dangerous junction.

It was approved solely because it helps the Council to meet self-build quota. (Beware: similar self-build applications will be in front of you soon).

In our opinion, all of the above applications were approved for questionable reasons: they ignore Local Plan policy and were approved in spite of the fact that the council can already demonstrate a 6.1 year housing land supply.

██████████ Parish Council are very concerned that we no longer have an effective role in planning decisions that affect our village. The question is: do you feel the same? We would like to assess the appetite among Parish Councils to challenge the new planning reality where the District Council pretty much do as they please.

I would welcome your comments and suggests on how we might regain our voice - perhaps with collective action such a a vote of no confidence.

Looking forward to hearing from you.

Yours sincerely

████

██████████  
██████████

████





### Title register for:

land lying to the south east of Orchard Road (Freehold)

Title number: **CB5832**

Accessed on 09 January 2024 at 13:24:58

This information can change if we receive an application. This service can not tell you if HM Land Registry are dealing with an application.



**This is not an official copy. It does not take into account if there's a pending application with HM Land Registry. If you need to prove property ownership, for example, for a court case, you'll need to order an official copy of the register.**

### Register summary

<b>Title number</b>	CB5832
<b>Registered owners</b>	Melbourn Parish Council Melbourn Hub, 30 High Street, Melbourn, Royston SG8 6DZ
<b>Last sold for</b>	No price recorded

### A: Property Register

This register describes the land and estates comprised in this title.

Entry number	Entry date
1	CAMBRIDGESHIRE : SOUTH CAMBRIDGESHIRE  The Freehold land shown edged with red on the

---

plan of the above Title filed at the Registry and being land lying to the south east of Orchard Road.

---

- 2 The Conveyance dated 27 January 1966 referred to in the Charges Register contains the following provision:-
- "The Purchasers and their successors in title shall not acquire any right of light or air or other right which would prejudice the free use and enjoyment of the adjoining land of the Vendors for building or for other purposes."

## **B: Proprietorship Register**

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

**Class of Title:** Title absolute

<b>Entry number</b>	<b>Entry date</b>	
---------------------	-------------------	--

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1	2015-08-20	PROPRIETOR: MELBOURN PARISH COUNCIL of Melbourn Hub, 30 High Street, Melbourn, Royston SG8 6DZ.
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2		RESTRICTION: Except under an order of the registrar no charge by the proprietor of the land is to be registered unless a certificate signed by the secretary, the solicitor or a director thereof has been furnished that such charge does not contravene any of the provisions of the memorandum and articles of association of the said proprietor.
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## **C: Charges Register**

This register contains any charges and other matters that affect the land.

**Class of Title:** Title absolute

**Entry number      Entry date**

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1    A Conveyance of the land tinted pink on the filed plan and other land dated 27 January 1966 made between (1) Flowers Breweries Limited (Vendors) and (2) Tanpool Properties Limited (Purchasers) contains the following covenants:-

  "The Purchasers so as to bind the owners for the time being of the property hereby conveyed and so that this covenant shall be for the benefit and protection of the Vendors' licensed properties known as "The Black House" and "The Star" at Melbourn aforesaid hereby covenant with the Vendors that they the Purchasers and the persons deriving title under them will not use the property hereby conveyed or any part thereof:-

  a. for the purpose of manufacture sale or supply of beer wines spirits or cider nor permit the same or any part thereof to be used as a registered club nor permit the use of any land or buildings for the erection of petrol pumps or use as a petrol filling station

  b. otherwise than for the purpose of erecting thereon private dwellinghouses."

---

2    The parts of the land affected thereby are subject to the following rights granted by a Transfer of an adjoining sub-station site dated 10 January 1968 made between (1) Tanpool Properties Limited and (2) The Eastern Electricity Board:-

  "The right for the Board and all persons authorised by them (in common with the Transferors and all persons having the like right) to pass and repass at all times and for all purposes with or without vehicles over and along the land in part shown cross hatched in black on the said Site Plan and to



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its full extent shown cross hatched in black on the said Location Plan. The right for the Board to lay maintain inspect renew use alter and remove electric cables and lines and conduits or pipes for containing the same where necessary under the said land shown cross hatched in black on the said Site and Location Plans and the other estate roadways footpaths and verges indicated on the said Location Plan and to break up the surfaces thereof so far as necessary from time to time for all or any of the purposes aforesaid the Board making good all damage caused thereby."

NOTE: The land cross hatched black referred to is tinted blue on the filed plan.

- 
- 3 The land edged blue on the filed plan is subject to rights of way.
- 
- 4 The estate roads included in the title are subject to rights of way.
- 
- 5 The estate roads are subject to rights in respect of water gas and electricity supply services.
- 
- 6 The land is subject to the following rights excepted and reserved by a Transfer dated 18 May 1971 made between (1) Tanpool Properties Limited and (2) Beechwood (Melbourn) Estate Residents Association Limited:-
- "EXCEPT AND RESERVING unto the Transferor and its successors in title the free passage and running of water and soil through the water courses sewers and drains now laid or to be laid in or under the property hereby transferred TOGETHER with the right for the Transferor and its successors in title as aforesaid to enter upon the said property for the purpose of laying or making connections to and of repairing cleansing and maintaining such water

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courses sewers and drains the Transferor and its successors in title or other the person exercising such rights making good all damage occasioned thereby."

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7                      2015-08-20              A Transfer of the land in this title and other land dated 17 August 2015 made between (1) Beechwood (Melbourn) Estate Residents Association Limited and (2) Melbourn Parish Council contains restrictive covenants.

↪ NOTE: Copy filed.





## parish clerk

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**From:** [REDACTED] - The Ely Planning Co [REDACTED]  
**Sent:** 01 February 2024 15:47  
**To:** parishclerk@melbournparishcouncil.gov.uk  
**Subject:** 65 Orchard Road - (Development to the rear)  
**Attachments:** 03 Proposed Site Plan A1.pdf

**Flag Status:** Flagged

Dear Alexandra Coxall & Abigail Williams,

### 65 Orchard Road - (Development to the rear)

I am writing to introduce myself, I am working on behalf of the owners to 65 Orchard Road Melbourn. The owners are exploring options to redevelop to the rear of their property in the form of a small number of houses, five are being explored at present.

Before we get ahead of ourselves I wanted to reach out to you and ask the parish if they would allow us to come across the grass verge on to Maple Way as indicated on the attached preliminary site plan.

I have been informed through various individuals that the village pub adjacent to the site can at times struggle with parking spaces and that the layby that runs parallel to the site is used as an overspill parking area. It would be worth noting that if this proposal was to go ahead and benefit from a planning consent we can request that a condition is placed that legally gives the house builder an order to upgrade the layby and also extend it further to provide further parking spaces at their cost. These details would be added to our drawings and made clear to the planners.

I am contacting you at this very early stage to see if the above is of interest prior to submitting an application to SCDC planning department.

It is also worth noting that we do have another alternative access into the site that we can explore if needed.

In the first instance if somebody representing the parish could contact me for a chat that would be really helpful. I appreciate your time on this matter.

Kind Regards

[REDACTED]  
[www.ely-planning.co.uk](http://www.ely-planning.co.uk)

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[REDACTED]  
**T:** [REDACTED]  
**M:** [REDACTED]  
**E:** [www.ely-planning.co.uk](http://www.ely-planning.co.uk)  
**A:** Ely Planning Company (Cambridgeshire), Studio 5, Penn Farm,  
Harston Road, Haslingfield CB23 1JZ







**General Notes:**

The Contractor is responsible for checking all dimensions on site prior to commencement of the works with any errors being reported to Ely Planning Company (Cambridgeshire) Ltd as soon as possible.

Any construction work carried out prior to receiving all necessary approvals is entirely at the householders / clients risk.

All building work to be carried out to the satisfaction of the Local Authority Building Control Officer and in accordance with the current Building Regulations and as such additional unforeseen building works may be required on site.

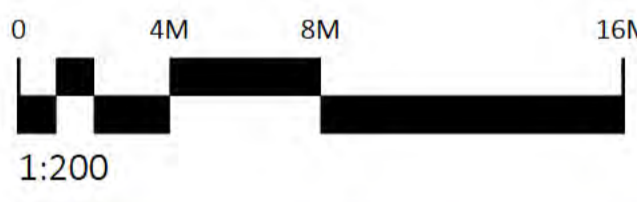
The Contractor shall inspect all adjoining properties which may be affected by the works prior to commencement or works record and report with the owner any defects.

The Contractor shall be entirely responsible for the security, strength and stability of the building during the course of the works.

Drawings produced for the purpose of obtaining Building Regulations approvals only and do not constitute full working drawings.

All drawings are the copyright of Ely Planning Company (Cambridgeshire) Ltd This drawing may not be copied by any third parties without prior permission.

PROPOSED SITE PLAN



**ELY PLANNING CO.**

STUDIO 5, PENN FARM  
HARSTON ROAD, HASLINGFIELD  
CAMBRIDGESHIRE, CB23 1JZ

01223 872690  
WWW.ELY-PLANNING.CO.UK  
INFO@ELY-PLANNING.CO.UK

CLIENT NAME	[REDACTED]		DATE	[REDACTED]
PROJECT	Redevelopment of land to the rear of 65 Orchard Road Melbourn			
DRAWING TITLE	Proposed Site Plan			
DRAWING STATUS	PRELIMINARY ISSUE			
PAPER SIZE	SCALE	DRAWN BY		
A1	AS SHOWN	DH		
DRAWING NO.	EPC949-23-03			-



## parish clerk

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**From:** Street Works <street.works@cambridgeshire.gov.uk>  
**Sent:** 22 February 2024 12:50  
**Subject:** 24-458 Proposed TTRO - Station Road, Melbourn 29/04/24 to 01/05/24  
**Attachments:** Route road closure Station rd , Melbourn.PNG; TTRO Station rd, Melbourn.docx

**Flag Status:** Flagged

Good afternoon

Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 29/02/24. If no comments are received we will proceed with the application and a copy of the Order will be circulated for information once made.

Kind regards

  
**Street Works Officer**

Highways Service  
Cambridgeshire County Council  


*Please use the link below to all our forms*

[Highway licences and permits - Cambridgeshire County Council](#)

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at [www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy) Visit

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to:	Applicants Details:
Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR  Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk	Name: ██████████ Highways, Cambs county council, Whittleford depot, Cambs, CB22 4NL  Tel: ██████████ E mail: ██████████

**The cost of this application is:**  
**£1190.00** for a Full Order or **£835.00** for an Emergency Order

**YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED**

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

<b>ROAD CLOSURE</b>	<input checked="" type="checkbox"/>	<b>FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY</b> *** Please see Notes for Applications below.	<input type="checkbox"/>	<b>SPEED LIMIT</b>	<input type="checkbox"/>	<b>OTHER (Please specify below)</b>	
<b>Additional T/M Requirements</b>	NONE <input checked="" type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/> HOURS OF OPERATION: 2 Day closure _____						
<b>DESCRIPTION OF WORKS:</b>							
Carriageway patching							
<b>Road Name</b>	Station road						
<b>Parish / Town</b>	Melbourn						
<b>Road Number (i.e.: A140)</b>							
<b>Location of Works</b>	See map						
<b>Closure Start Date:</b>	W/C 29/04/ 2024	<b>End Date:</b>	01/05/2024				
<b>Closure Times: 24/7 or Specify Times</b>	08:00 – 16:00						

<b>Working Hours: 24/7 or Specify Times</b>	2 Day closure
<b>Diversion Route – List all roads &amp; parishes (with names and numbers if possible)</b> These can be found on <a href="http://Roadworks.org">Roadworks.org</a> with “NSG” selected under Operational Info within the Map Layers Menu.  <b>Please provide a map showing the extent of the closure and diversion route.</b>	Please see map, Red closure, Blue Diversion route  Road closed : Station rd, Melbourn  Diversion route : A10, Royston rd, High street.
<b>Will the alternative route include a Trunk Road? (If so, it is the responsibility of the applicant to gain agreement from the National Highways and submit a copy of the approval to Street Works)</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>  Details: N/A
<b>Does the above route have any restrictions, i.e., Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If yes then please give details).</b>  Some of these can be found <a href="#">here</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>  Details: N/A
<b>Will this Order apply to pedestrians, cyclist and/or equestrians? (If so, please provide details)</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>  Details:
<b>Please add any comments that you feel may assist the application</b>	

**Payment Details**

Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.

**Company Name:** Cambs county council

**Address:**

Place & Sustainability

Cambridgeshire County Council

A: New Shire Hall, Emery Crescent, Alconbury,  
Huntingdon PE28 4YE

**Tel. No:** 0345 045 5212

**Email:** [REDACTED]



YOUR ORDER NUMBER: LA 493825	

**Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)**

**FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.**

### **REQUIRED ADDITIONAL IMPORTANT INFORMATION**

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian / Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From ..... To ....." and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

\*\*\*

### **Notes for Applications to close Public Rights of Ways (PRoW) / Footpaths**

1. CCC strongly encourages early engagement with PRoW Officers prior to any application being submitted to close a Public Right of Way or footpath (PRoW).
2. Initial applications to close a Public Right of Way or footpath can only be granted for a maximum duration of 6 months.
3. If the applicant is aware that the closure is likely to exceed 6 months, they should indicate this on the initial application but will still need to apply for an extension using the following procedure:
4. The applicant needs to apply to Street Works at least **8 WEEKS** before the expiry date of the initial 6-month TTRO with full justification AND any alternatives that have been considered and reasons for not being able to accommodate any alternatives.



5. The applicant should use reasonable endeavours to minimise any extension duration and further extensions may be refused.
6. Applicants will be required to meet on site with our Senior Street Works Inspector and PRow Officer to discuss the reasons for the extension and justification. The site meeting must be held within 2 weeks of the extension request being submitted to Street Works and applications to the Secretary of State (SoS) will not be progressed until the meeting has been held and alternatives explored. The SoS requires a minimum of 4 weeks to consider an extension request. Any applications that do not comply with item 4. may be automatically refused.
7. All applicants should be prepared to accommodate any reasonable alternatives suggested by the Senior Street Works Inspector and PRow Officer and will be asked to justify in writing any refusal to accommodate reasonable and achievable alternatives. Additional cost to the works promoter will not be considered justification.
8. Applicants should not assume the full duration of the extension request will be granted and a reduced period may be agreed at the site meeting.
9. Applicants should not assume that extensions will be granted by CCC even if the Secretary of State (SoS) approves an extension.
10. The PRow should be reopened as soon as reasonably practicable and in a condition that is safe for all users of the PRow. In any case, it should be reopened in a safe condition, no later than the expiry date of the extension, if granted.
11. Failure to reopen a PRow on or before the expiry date of the TTRO / extension may result in CCC initiating appropriate enforcement action.

**DECLARATION:**

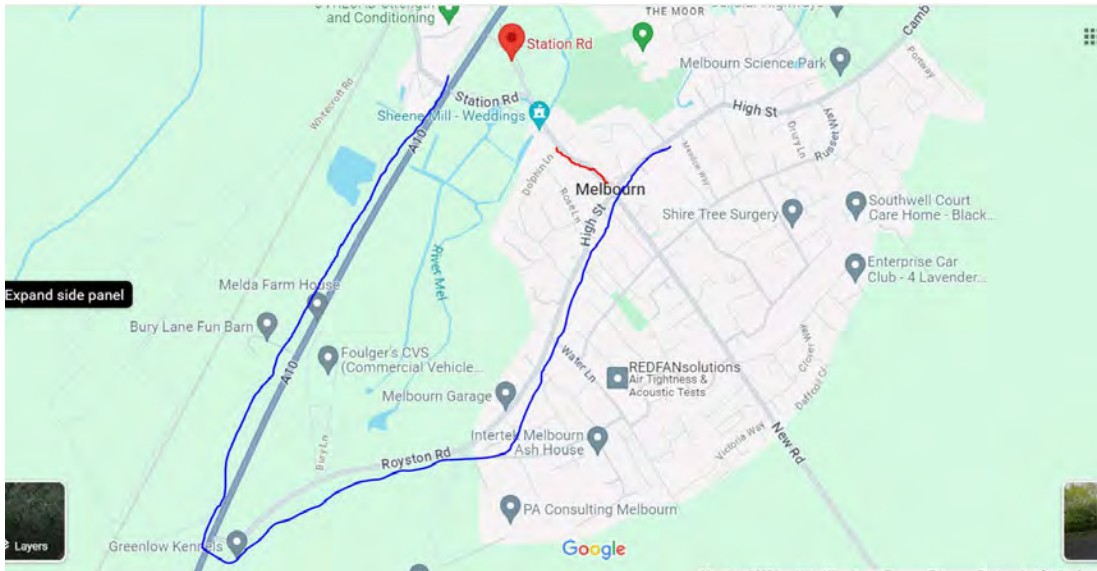
**All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.**

**Applicant's Signature:** [REDACTED] .....

**Date:** 08/12/23.....

**Company:** ...Cambs county council.....  
.....

**Position:**  
.....LHO.....



## parish clerk

**From:** Planning <Planning@greatercambridgeplanning.org>  
**Sent:** 29 February 2024 12:14  
**To:** parishclerk@melbournpc.co.uk  
**Subject:** Planning Committee Meeting Notification (13/03/2024)

**Flag Status:** Flagged

Greater Cambridge Shared Planning

Applications going to planning committee on 13/03/2024



## Notification

The following planning applications will be considered by the South Cambridgeshire District Council Planning Committee on **13 March 2024**:

Parish	Category	Reference	Address	Proposal	Case Officer
Melbourn CP	Major	<a href="#">23/01134/FUL</a>	Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire	Demolition of 13,594sq.m of existing buildings, alterations and extensions by 1,127 sq.m to retained buildings to allow use within Class E within Ash House, Class E(b) within Moat House and Class C1 within the new wing rear of Moat House, development of 46,031 sq.m of new office and technology research facilities (Class E(g)(i), (ii) and (iii)) including continued use of DaVinci building and 22,941 sq.m of ancillary buildings for vehicle and cycle parking, together with temporary and permanent plant and infrastructure works including formation of two additional vehicular accesses and one additional vehicular egress from Cambridge Road and landscaping.	Michael Hammond

## Time and venue

The meeting begins at 10.00am and is held in The Council Chamber at South Cambridgeshire Hall, Cambourne.

## Participation

As Parish Council, you are entitled to speak and/or present your views at the meeting.

If your Parish Council represents the area in which the application has been made, it is entitled to one 3-minute slot, during which a representative (a Councillor or an agent such as the Clerk) can address the Committee. If your Council would like someone to speak at the meeting, **you must register by no later than 4:00pm two clear working days before the meeting.**

Following the end of temporary legislation allowing for council meetings to be conducted entirely virtually, it is now possible for public speakers to attend a meeting and speak in person. However, because we still need to follow government advice on indoor gatherings and social distancing, the seating available for members of the public will be severely restricted. We therefore would urge you to observe proceedings or participate remotely if possible. If you feel you really need to be present in person, please contact Democratic Services and request a place. Seats might only become available when other people leave the meeting.

If your Parish Council does not represent the area in which the application has been made, but feels that there is a significant impact, it may be invited to address the Committee subject to the discretion of the Committee Chairman.

**Please be aware that the meeting will be livestreamed and recorded.**

Public representations may be made either by a request to speak or by submitting a written representation. Copies of such representations submitted by the deadline will be circulated to committee members and published on the Council's website. For the avoidance of doubt, it is not permissible to make written representations and to also register to speak at the meeting.

If you intend to refer to visual material please submit electronic copies no later than 4:00pm two clear working days before the meeting. Please be aware that any visual material will need to be verified in advance by the Council to ensure it is suitable and has already been in the public domain as part of the online planning file.

The virtual meeting will be held over Microsoft's 'Teams' platform which normally allows screen sharing. Please note however, that speakers will not be allowed to do this during their presentations. An officer of the Council will display the material on the screen during the presentations and will advance slides etc. on request.

You can register to speak and receive instructions on how to join the meeting by telephoning Democratic Services on [03450 450 500](tel:03450450500) or by emailing [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk). Please also submit any statements, written representations and visual material to this email address by the deadline above.

The meeting will be livestreamed so you will be able to view the proceedings even if you do not wish to speak. A link to the live stream event will be available on the Council's website.

## **Please note**

1. The meeting will follow the agenda as published. For further information on the Planning Committee and public speaking rights go to our website [www.scambs.gov.uk](http://www.scambs.gov.uk)
2. Speakers need not confine themselves solely to points raised in any previous written representations submitted on the application but must keep to the planning issues raised by the application.

In helping you decide whether you wish to, or indeed need to speak at the meeting you can view Planning Committee reports on our website: [www.scambs.gov.uk](http://www.scambs.gov.uk). Please note the reports are available 5 working days prior to the date of the meeting.

Valid applications including plans, supporting documents and consultation comments are available to view online at <https://www.scambs.gov.uk/planning/view-or-comment-on-a-planning-application/>

Further information regarding Public Speaking at meetings of the Planning Committee is available using the following link. <https://scambs.moderngov.co.uk/documents/s116360/Public%20Speaking%20at%20Meetings%20of%20Planning%20Committee.pdf>

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Contact: Michael Hammond  
Email: Planning@greatercambridgeplanning.org

Our Ref: 23/01134/FUL

Your ref: DC/GCSP/S9M92MDX0DL03  
29 February 2024

Melbourn Parish Council Parish Clerk  
30 High Street  
Melbourn  
Royston  
Cambridgeshire  
SG8 6DZ



South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

## Update on Planning Application

Dear Sir/Madam

### Notification of Public Speaking

Reference: 23/01134/FUL

Proposal: Demolition of 13,594sq.m of existing buildings, alterations and extensions by 1,127 sq.m to retained buildings to allow use within Class E within Ash House, Class E(b) within Moat House and Class C1 within the new wing rear of Moat House, development of 46,031 sq.m of new office and technology research facilities (Class E(g)(i), (ii) and (iii)) including continued use of DaVinci building and 22,941 sq.m of ancillary buildings for vehicle and cycle parking, together with temporary and permanent plant and infrastructure works including formation of two additional vehicular accesses and one additional vehicular egress from Cambridge Road and landscaping.

Site address: Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire

### Why you have received this letter

I am writing to you in relation to the above application for planning permission, which will be considered by the South Cambridgeshire District Council Planning Committee on 13th March 2024.

The Planning Committee meeting will begin at 10.00am with Members of the Committee attending the meeting in the Council Chamber at South Cambridgeshire Hall, Cambourne, and public speakers for individual items attending either in the Council Chamber or online. Online attendance is strongly encouraged for the reasons given below.

As you have made a written representation relating to the planning application, the Council has a policy which enables you to speak and/or present your views at the meeting.

To be eligible to speak at the meeting you must have registered with the Democratic Services Officer by no later than **4.00pm two working days before the meeting**.

Following the end of temporary legislation allowing for council meetings to be conducted entirely virtually, it is now possible for public speakers to attend a meeting and speak in person. However, because we still need to follow government advice on indoor gatherings and social distancing, the seating available for members of the public will be severely restricted. We therefore would urge

you to observe proceedings or participate remotely if possible. If you feel you really need to be present in person, please contact Democratic Services and request a place. Seats might only become available when other people leave the meeting.

If you are content to address the meeting virtually, please supply your email address and/or telephone number so that we can contact you to make the arrangements for your participation, provide you with a link to join the meeting and send you further details on the procedure. Speakers are encouraged to provide a copy of their statement to the Democratic Services Officer by 4.00pm on the day before the meeting in case their connection to the meeting fails. This will enable the statement to be read out to the Committee if the speaker is unable to join.

**Please be aware that the meeting will be livestreamed and recorded.**

Public representations may be made either by a request to speak or by submitting a written representation. Copies of such representations submitted by the deadline will be circulated to committee members, relevant Council officers, and interested parties such as the applicant or an objector who has registered to speak, and published on the Council's website as part of the application file. For the avoidance of doubt, it is not permissible to make written representations and to also register to speak at the meeting.

If you do not have access to a computer or an internet connection, please contact Democratic Services using the details supplied below and we will advise on how you can participate.

If you intend to refer to visual material please submit electronic copies no later than 4pm two clear working days before the meeting. Please be aware that any visual material will need to be verified in advance by the Council to ensure it is suitable and has already been in the public domain as part of the online planning file.

The virtual meeting will be held over Microsoft's 'Teams' platform which normally allows screen sharing. Please note however, that speakers will not be allowed to do this during their presentations. An officer of the Council will display the material on the screen during the presentations and will advance slides etc. on request.

You can register to speak and receive instructions on how to join the meeting by telephoning Democratic Services on 01954 713000 or by emailing [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk). Please also submit any statements, written representations and visual material to this email address by the deadline above.

The meeting will be livestreamed so you will be able to view the proceedings even if you do not wish to speak. The livestream will be hosted on the Council's YouTube page and a link to the live stream event will be available on the Council's website.

**Please note:**

- 1 The meeting will follow the agenda as published. For further information on the Planning Committee and public speaking rights go to our website [www.scambs.gov.uk](http://www.scambs.gov.uk)
- 2 A person can only **speak once** on an application.
- 3 For each application there will normally be a time limit of up to 6 minutes for public speaking – **3 minutes for those speaking in objection** and **3 minutes for those speaking in support** (with the Chair having discretion to vary this time limit).

- 4 The number of persons permitted to speak on each application will normally be limited to **one from each side** (i.e. either in objection/or in support of an application). Where several people wish to speak on an application, the Chair will normally ask for one person to act as spokesperson for the group. Only where the group have different points of view, is the Chair likely to agree to more speakers. **In the event of more than one speaker from each side, the Chair may decide to divide the allocated time.** All such arrangements need to be agreed in advance of the meeting.
- 5 Anyone can speak on a planning application, provided they have made written representations on the application and have registered the intention with the Democratic Services Officer by **4.00pm two clear working days before the meeting.**
- 6 Speakers need not confine themselves solely to points raised in any previous written representations submitted on the application but must keep to the planning issues raised by the application.
- 7 Applicants or their representatives may only speak on a planning application, provided they have registered the intention with the Committee Clerk (Democratic Services) by **4:00pm two clear working days before the meeting.**
- 8 The procedure shall be applied fairly by the Chair who has sole discretion on the interpretation of the procedure.

In helping you decide whether you wish to, or indeed need to speak at the meeting you can view Planning Committee reports on our website: [www.scambs.gov.uk](http://www.scambs.gov.uk). Please note the reports are available 5 working days prior to the date of the meeting.

Valid applications including plans, supporting documents and consultation comments are available to view online at <https://www.scambs.gov.uk/planning/view-or-comment-on-a-planning-application/>

Further information regarding Public Speaking at meetings of the Planning Committee is available using the following link. For anyone without internet access a hard copy of the document can be provided on request.

<https://scambs.moderngov.co.uk/documents/s116360/Public%20Speaking%20at%20Meetings%20of%20Planning%20Committee.pdf>

Yours faithfully

Committee Clerk  
Democratic Services

**23/01134/FUL**

**I am Cllr. John Travis and I speak for Melbourn Parish Council.**

The Melbourn Parish Council Planning Committee considered this Application at a meeting held on the 11 April 2023 and resolved to support it.

The council fully understands that the science park requires re-developing and welcomes this in principle. The new park will create job opportunities, attract people and investment to the village, use sustainable energy and encourage sustainable transport. It will also make the park more accessible to the public and enhance green open spaces.

However, we understand it is the first time the applicant has proposed carrying out this class of project in a village setting rather than an urban setting.

The decision to support therefore comes with three serious reservations.

**Firstly, the Townscape and Visual Impact Assessment.** The height and scale of the buildings will have significant impact on the street scene. Building characteristics lack harmony with a rural village setting. Compared to the present park the plans show much larger buildings near the road. Neighbouring properties will be overlooked and may be affected by a loss of natural light during the day and suffer from light pollution at night.

**Secondly, the construction phase.** It is understood that construction work on the site could take up to 8 years. There is naturally concern about the impact of this work on neighbouring residents and the wider village. Noise, vibrations, and debris from the works near residential properties will have an impact on the wellbeing of residents. This view is shared by the Health Impact Assessment officer at SCDC.

The council also questions whether the health assessment carried out by Savills consulted a medical professional. The SCDC's Health Impact Assessment Officer may have highlighted missing information in the report.

**Lastly, the future impact of traffic on the village is of concern.** According to the Transport Assessment Report, there will be 978 car parking spaces on the site. This implies that around 1,000 vehicles will be on the site at any one time. During the construction work there will be increased traffic travelling through the village and yet more when the park is fully operational.

**The Parish Council requests that, assuming planning consent is given, the correct conditions are put in place to mitigate the impact of all types of traffic on the village.**

Thank you for this opportunity. I welcome any questions from the committee.



## parish clerk

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**From:** parish clerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** 07 March 2024 13:39  
**To:** 'councillors@melbournparishcouncil.gov.uk'  
**Cc:** 'John Travis'  
**Subject:** RE: RESPONSE REQUIRED: To formally approve Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting on 13 March 2024

Thank you again to all that responded to the email, eight councillors replied in favour:

**To appoint Cllr Travis as representation of Melbourn Parish Council the Planning Committee Meeting on 13 March 2024.**

Many thanks for your consideration.

Abi

---

**From:** parish clerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** 06 March 2024 13:02  
**To:** parishclerk <parishclerk@melbournparishcouncil.gov.uk>  
**Subject:** RESPONSE REQUIRED: To formally approve Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting on 13 March 2024  
**Importance:** High

Good afternoon Councillors

### **Planning Committee Meeting 13 March 2024 – Bruntwood, Melbourn Science Park application**

Please consider the formal appointment of Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting to be held on 13 March 2024 with reference to application [23/01134/FUL](#) (Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire) delivering previously agreed commentary about the application – DRAFT script attached for your reference.

Cllr Travis will be representing Melbourn Parish Council only.

Please respond with your vote:

**To consider representation of Melbourn Parish Council by Cllr Travis at the Planning Committee Meeting on 13 March 2024.**

If we could ask for a speedy reply on this one that would be great.

Many thanks

Abi & Alex

---

**Abi Williams & Alex Coxall**  
Parish Clerk

Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

Tel: 01763 263303 (option 3)  
[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
[melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

The Parish Office opening hours are normally 10am – 1pm / 2pm – 3pm Monday to Friday

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You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

To view Melbourn Parish Council's Privacy Notice please [click here](#)

DATED

2023

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**MELBOURN PARISH COUNCIL**

**(1)**

**THE MASTER (OR KEEPER) AND FELLOWS OF  
PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE**

**(2)**

---

**DEED OF COVENANT**

---

Relating to

**Land on the north-east side of New Road, Melbourn, Royston**

## **PARTIES**

1. **THE MASTER (OR KEEPER) AND FELLOWS OF PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE** of The Bursary, Peterhouse, Trumpington Street, Cambridge CB2 1RD (the "**Covenantee**"); and
2. **MELBOURN PARISH COUNCIL** of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ (the "**Buyer**")

## **RECITALS**

- (A) This deed is supplemental to a Contract dated 14<sup>th</sup> July 2017 as made between (1) the Covenantee, (2) Hopkins Homes Limited and (3) Endurance Estates Strategic Land Limited ("Contract") in respect of Land on the east side of New Road, Melbourn, Royston now registered at HM Land Registry with title number CB426864 ("Property").
- (B) The Contract contains obligations in respect of the Visibility Splay Area and Future Access Corridor which have been replicated in this deed.
- (C) The Visibility Splay Area is the land tinted green and edged and cross hatched in red on the attached Plan 2.
- (D) The Future Access Corridor is the 15m wide strip of land shown coloured green and edged and hatched red on the attached Plan 2.
- (E) The Buyer has by a transfer dated with the same date as this deed acquired part of the Property as is identified on the attached Plan 1 ("**Acquired Property**") and has agreed to be bound by the covenants.

## **NOW THIS DEED WITNESSES:**

As required pursuant to the Contract, the Buyer covenants with the Covenantee to:

1. to keep the Visibility Splay Area and the Future Access Corridor properly cultivated and maintained and clear from vegetation other than normal planting or as required by any planning permission and/or reserved matters approval in relation to which the landscape strategy shall provide for proper cultivation and maintenance and for the Visibility Splay Area and Future Access Corridor being kept clear of anything other than normal planting.
2. at the request of the Covenantee to enter into any agreements reasonably necessary to facilitate the grant of planning permission to enable development on the land comprised in Title Number CB357853 or the land to the north east of the Property, which may for the avoidance of doubt require the Visibility Splay Area to serve as a visibility splay for such development or any other reasonable use subject to the



Covenantee paying the Buyer's reasonable and proper legal fees relating thereto and any such agreements shall contain indemnity covenants in a form reasonably approved by the Buyer's Conveyancer.

3. to enter into such deeds of grant for rights of access and the running and passage of services through the roads and service media as may reasonably be required to serve development on the land comprised in Title Number CB357853 via the Future Access Corridor and/or to the land to the north east of the Property subject to the Covenantee paying the Buyer's reasonable and proper legal fees relating thereto and any such agreements shall contain indemnity covenants in a form reasonably approved by the Buyer's Conveyancer.

The Buyer further covenants to enter a restriction on the Acquired Property in the following form:

"No disposition of the registered estate by the proprietor of the registered estate or the proprietor of any registered charge not being a charge registered before the entry of this restriction is to be registered without a certificate signed by a conveyancer that the provisions of the Deed of Covenant dated 2023 and made between (1) THE MASTER (OR KEEPER) AND FELLOWS OF PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE and (2) MELBOURN PARISH COUNCIL have been complied with or do not apply to the disposition."

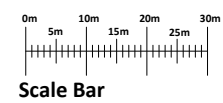
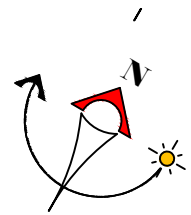
This deed is executed and delivered as a deed and is not delivered until it is dated.


**EXECUTED** as a **DEED** by **MELBOURN PARISH COUNCIL** acting by  
Councillor [ ] and  
Councillor [ ],  
as two authorised signatories on behalf  
of Melbourn Parish Council in the presence of the Clerk

.....  
Councillor

.....  
Councillor

Clerk .....





**HOPKINS  
HOMES**

Project:  
**DEVELOPMENT AT  
MELBOURN, NEW ROAD.**

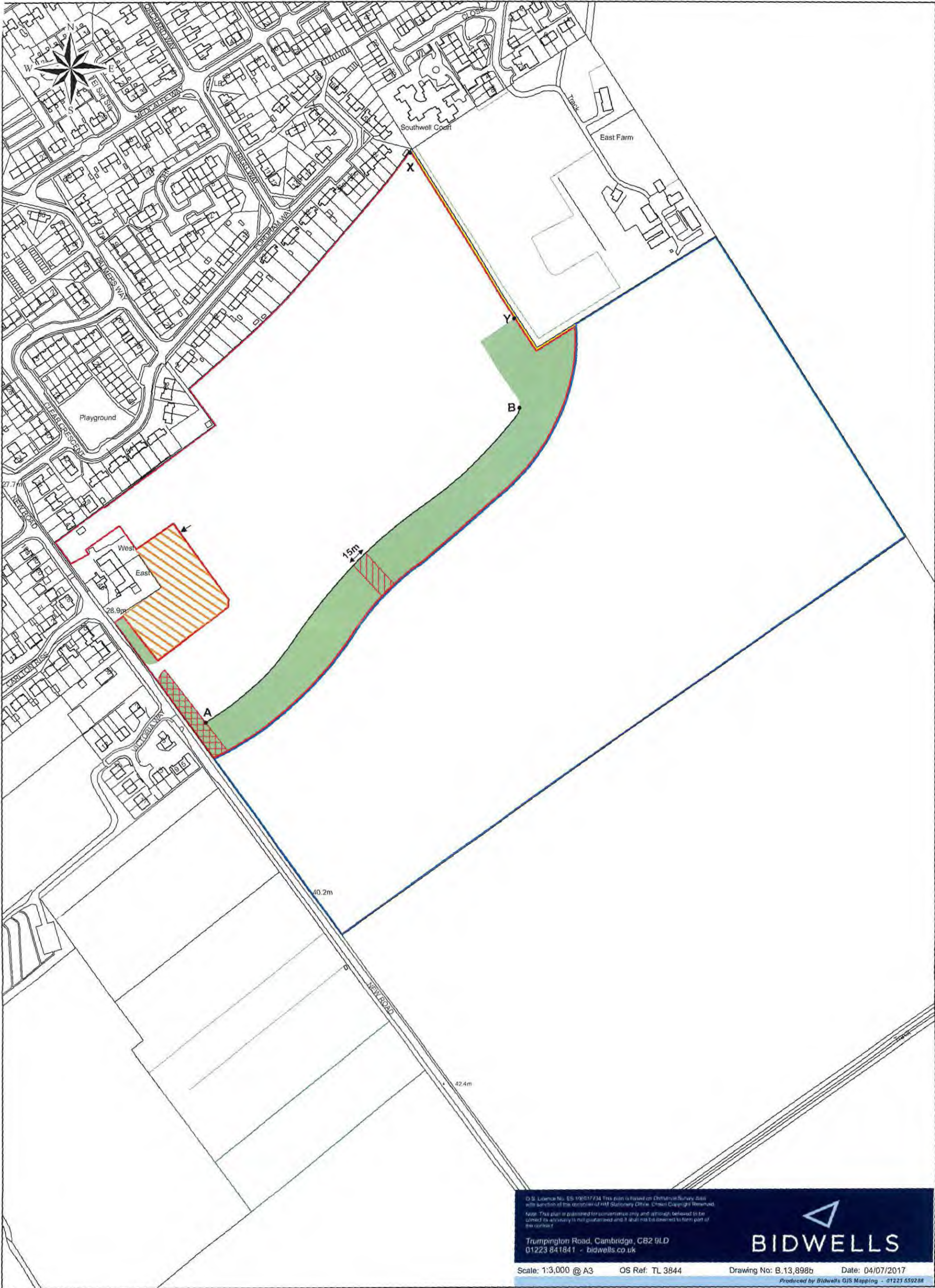
Document:  
**STRATEGIC GREEN BELT  
CONVEYANCE**

Drawing Area	Date
1:1250 @ A3	Nov 2021
Contract No.	MEL9
Drawn By	001
Checked By	F

**HOPKINS HOMES LTD**  
 MELTON PARK HOUSE,  
 MELTON, WOODBRIDGE,  
 SUFFOLK, IP12 1TJ  
 TEL: 01394 446800, FAX: 01394 389605.



# Plan A



OS Licence No. E5 100517734 This plan is based on Ordnance Survey data with sanction of the Ordnance Survey Stationery Office. Crown Copyright Reserved.  
Note: This plan is prepared for information only and although believed to be correct its accuracy is not guaranteed and it shall not be deemed to form part of the contract.

Trumpington Road, Cambridge, CB2 9LD  
01223 841841 - bidwells.co.uk



Scale: 1:3,000 @ A3 OS Ref: TL 3844 Drawing No: B.13,898b Date: 04/07/2017  
Produced by Bidwells GIS Mapping - 01223 559288



## parish clerk

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**From:** [REDACTED]  
**Sent:** 19 February 2024 16:41  
**To:** parish clerk  
**Subject:** Strategic Green Buffer [HCRLAW-LIVE.FID670605]  
**Attachments:** IMG\_1747.pdf; IMG\_1743.pdf; IMG\_1748.pdf

**Flag Status:** Flagged

Dear Abi,

I understand from the developer's solicitor that the Parish Council and developer have been in direct discussions regarding this matter. The solicitor has advised:

*"My client has confirmed that the approved landscaping plans gave due consideration to setting out the Strategic Green Buffer so as to retain the future access corridor. All of the landscaping (please see the attached pictures), was set out and placed to avoid the future access corridor. The majority of the SGB including the access corridor is planted as wildflower that is cut down in the autumn, leaving a mown finish. The SGB area is left to grow up and flowers in the summer. The access corridor strip could be mown or cut back at any time of the year, there are no trees, shrubs, or mounds within this future access corridor".*

Please let me know if you have any further concerns and if you would still like a call please let me know your availability (I am out of the office for the week of 26 February – 1 March).

Kind regards

[REDACTED]  
**Senior Legal Advisor**  
**Real Estate Team**

For and on behalf of HCR Legal LLP

T: +44 1604 463 171 | M: [REDACTED] | E: [REDACTED]

HCR Hewitsons, Lancaster House  
Nunn Mills Road, Northampton, Northamptonshire NN1 5GE, United Kingdom

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**Crime and Fraud Alert:** Please be aware that we do not send notification of changes to our bank details by email. Fraudsters have been using individuals and organisations have been tricked into forwarding money to them. If you receive an email that appears to come from us or ones we supplied to you or indicating a change in our bank details, please contact our Finance Director, Adam Collett, immediately or call us on 01604 463171 dealing with your matter. Do not reply to the email or act on any information contained in it. We cannot accept responsibility if you do not.

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# Land Registry

## Transfer of part of registered title(s)

# TP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Give full name(s) of **all** of the persons transferring the property.

Complete as appropriate where the transferor is a company.

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1	Title number(s) out of which the property is transferred:  <b>CB426864</b>
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	Property:  <b>Land on the north-east side of New Road, Melbourn, Royston</b>  The property is identified:  <input checked="" type="checkbox"/> on the attached plan and shown: <b>edged red</b>  <input type="checkbox"/> on the title plan(s) of the above titles and shown:
4	Date:
5	Transferor:  <b>HOPKINS HOMES LIMITED</b>  <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: 02875798  <u>For overseas companies</u> (a) Territory of incorporation:  (b) Registered number in the United Kingdom including any prefix:
6	Transferee for entry in the register:  <b>MELBOURN PARISH COUNCIL</b>  <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:  <u>For overseas companies</u> (a) Territory of incorporation:  (b) Registered number in the United Kingdom including any prefix:

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, or
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance. These are both available on the GOV.UK website.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

7	Transferee's intended address(es) for service for entry in the register:  <b>30 High Street, Melbourn, Royston SG8 6DZ</b>
8	The transferor transfers the property to the transferee
9	Consideration  <input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):  <b>£1.00 (ONE POUND)</b>  <input type="checkbox"/> The transfer is not for money or anything that has a monetary value  <input type="checkbox"/> Insert other receipt as appropriate:
10	The transferor transfers with  <input checked="" type="checkbox"/> full title guarantee  <input type="checkbox"/> limited title guarantee
11	Declaration of trust. The transferee is more than one person and  <input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants  <input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares  <input type="checkbox"/> they are to hold the property on trust:
12	<b>Definitions</b>  12.1 In this Transfer the following words and expressions shall have the following meanings:  "Estate" means all the land (except the Property) now or formerly invested in the Transferor under the Title Number above and any buildings on that land.  "Estate Sewers" means all main foul and surface water sewers now or within the perpetuity period constructed within the Estate or the Property that are intended to become public sewers.



**“Planning Obligation”** means the agreement made under s106 of the Town and Country Planning Act 1990 (as amended) dated 21<sup>st</sup> July 2016 between the Transferee (1) South Cambridgeshire District Council (2) Cambridgeshire County Council (3) The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge (4) and Endurance Estates Strategic Land Limited and shall include any amendment or variation of it so far as it affects the Estate and the Property.

**“Plan”** means the plan attached to this Transfer.

**“Services”** means all foul and surface water drainage (excluding the Estate Sewers) gas light water oil electricity telephone electronic transmissions and similar services.

**“Service Installations”** means all drains, channels, sewers (excluding the Estate Sewers) pipes, wires, cables, water courses, gutters, soakaways and other similar installations for the supply of the Services now on or constructed within the perpetuity period within the Estate or the Property.

**“Sewer Easement”** means the sewer easement route as shown coloured yellow on the Plan.

## 12.2 Interpretation

1. Reference to the “Transferor” and the “Transferee” will be deemed to include their respective successors in title and assigns unless stated otherwise.
2. Words importing the singular import the plural and vice versa and any reference to a person includes a reference to a company authority board department or other body.
3. Clause headings shall not be taken into account for the purposes of construction or interpretation of this Transfer.

## 12.3 Declarations

The parties to this Transfer agree and declare:

- (a) the Property does not have any rights of light air other rights (other than as expressly provided by this Transfer) which would or might restrict or interfere with the way in which the Estate or any other adjoining land in which the Transferor has an interest or acquires such interest in the future can be used or developed.
- (b) except where specifically stated in this Transfer it is not intended that any term of this Transfer is enforceable by a third party under Section 1 of the Contract (Rights of Third Parties) Act 1999.
- (c) this Transfer is made pursuant to s9 of the Open Spaces Act 1906, s111 of the Local Government Act 1972 and s33 of the Local Government (Miscellaneous Provisions) Act 1982 and the agreement contained in the Planning Obligation.
- (d) the Property is sold subject to and with the benefit of existing encumbrances and rights contained or referred to in the Property and Charges Register of Title Number CB426864 in so far as the same are still

subsisting and are capable of being enforced and affect the Property.

#### 12.4 **Rights reserved for the Estate**

The rights for the Transferor and all persons authorised by the Transferor (including where appropriate the drainage authority and service companies responsible for the supply of the Services) and owners of any parts of the Estate (in common with the Transferee):-

- (a) of retaining in place any building on the Estate now or within the perpetuity period constructed by the Transferor which protrude into the Property;
- (b) of support and protection of the Estate by the Property;
- (c) of entry upon the Property at all reasonable times upon giving reasonable notice (and at any time in an emergency) for the purposes of laying, connect into, inspecting, maintaining, repairing, and renewing buildings comprised in the Estate, the Service Installations and the Estate Sewers subject to making good any damage caused to the Property to the reasonable satisfaction of the Transferee;
- (d) to construct any buildings on the Estate to the boundaries of the Property (including the right to erect temporary scaffolding such that the eaves gutters downspouts foundations or other similar protrusions may protrude into the Property);
- (e) of entry upon the Property for the exercise of the above rights; and
- (f) to connect into and use the Estate Sewers (until they become maintainable at the public expense) and the Service Installations at the Property which serve the Estate, and which are in existence at the date of this transfer or are installed or constructed after the date of the transfer.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

#### 12.5 **Rights granted for the benefit of the Property**

The rights for the Transferee and all persons authorised by the Transferee (in common with all other persons having a similar right):

- (a) to pass and repass with or without vehicles (but in the case of any footpath on foot only) at all times for all reasonable purposes connected with the use and occupation of the Property over and along any roadways and any footpaths which are now or may hereafter be constructed giving access to the Estate until they become maintainable at the public expense;
- (b) to subjacent and lateral support shelter and protection from the elements for the Property from the adjoining parts of the Estate; and
- (c) all such other rights, liberties, easements and quasi-easements as are necessary for the better use, occupation and development of the Property provided that such rights, liberties and easements shall where

applicable be in such position as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed) and shall not (subject to the proviso as aforesaid) interfere with the development of the land over which they are granted;

**PROVIDED ALWAYS** that none of the rights hereinbefore granted shall apply to or be exercised over any land comprising an electricity sub-station or similar installation.

Include words of covenant.

**12.6 Restrictive covenants by the Transferee**

1. With the object of affording the Transferor a full and sufficient indemnity but not further or otherwise the Transferee hereby covenants with the Transferor that it will at all times hereafter observe and perform such of the restrictive covenants (if any) referred to in the Charges Register of the said Title as relate to the Property hereby transferred and will keep the Transferor fully indemnified in respect of any future breach thereof.

2. The Transferee hereby covenants with the Transferor to the intent that this covenant shall benefit the remainder of the Estate now or formerly comprised in the above title and each and every part thereof to the intent so as to bind the Property into whosoever hands the same may come:-

(a) at its own expense to maintain the Property as open space in accordance with the powers granted to the Transferee by the Open Spaces Act 1906 to which this Transfer is inter alia made pursuant for the recreation and enjoyment of the public at large

(b) not to construct or erect or allow or suffer to be constructed or erected any building, road or other structure on the remainder of the Property, save for recreative structures that may be replaced from time to time

(c) not to use the Property other than as open space in accordance with the powers granted to the Transferee by the aforementioned Acts to which the Transfer is made pursuant

(d) not at any time to erect any building or part thereof or any structure whatsoever over the Sewer Easement.

Include words of covenant.

**12.7 Restrictive covenants by the Transferor**

NONE

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

**12.8 Positive Covenant by the Transferee**

The Transferee will upon request from the Transferor without delay grant to any statutory undertaker, or any service authority, rights to lay any Service Installations or the Estate Sewers in over or under the Property, such Service Installations or Estate Sewers being for the purpose of serving the Property and the Estate and to enter into any deeds required by any statutory undertaker or service authority including agreements under Section 38 of the Highways Act 1980 and Section 104 of the Water Industries Act 1991.

## 12.9 **Positive Covenants by the Transferor**

The Transferor covenants with the Transferee that it will on the date hereof pay to the Transferee the sum of Fifty Thousand Pounds (£50,000.00) in respect of the future maintenance of the grassed areas, paved areas, play areas, trees, hedges, shrubs and knee rail fencing on the Property and the Transferee acknowledges that upon payment of this sum the obligations under the Planning Obligation so far as they relate to or affect the provision and dedication of the Property as public open space have been complied with.



The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance.

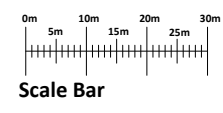
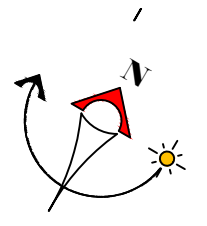
13	<p><b>Execution</b></p> <p>EXECUTED as a deed by )          BIRKETTS )          as attorney for )  <b>HOPKINS HOMES LIMITED</b> )</p> <p>In the presence of:</p> <p>Attorney's signature:</p> <p>Designated Member of Birketts LLP, as attorney for Hopkins Homes Limited</p> <p>Witness' signature:</p> <p>Witness' name:</p> <p>Witness' address:</p> <p>Witness' occupation:</p> <p><b>EXECUTED as a DEED by MELBOURN PARISH COUNCIL</b> acting by          Councillor [ ] and          Councillor [ ],          as two authorised signatories on behalf          of Melbourn Parish Council in the presence of the Clerk</p> <p>.....          Councillor</p> <p>.....          Councillor</p> <p>Clerk .....</p>
----	---

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.



**HOPKINS HOMES**

DEVELOPMENT AT MELBOURN, NEW ROAD.

STRATEGIC GREEN BELT CONVEYANCE

Drawing Area	Date
1:1250 @ A3	Nov 2021
Contract No.	MEL9
Drawn By	001
Checked By	F

HOPKINS HOMES LTD  
MELTON PARK HOUSE,  
MELTON, WOODBRIDGE,  
SUFFOLK, IP12 1TJ  
TEL: 01394 446800, FAX: 01394 389605.

**Enquiries to:**  
Adrian Sargeant  
Streets and Open Spaces  
T: 01223 4501954 713 405  
E: adrian.sargeant@greatercambridgeplanning.org



Melbourn Parish Council Parish Clerk  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

Date: 26 April 2024

Reference: 24/0132/TTPO

Application: T.1 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird feces. Re plant with Rowan

T.2 Yew - Fell to ground level due to damage to the wall and excessive shading of both gardens and excessive debris and bird feces. Re plant with Rowan  
3 Garden End Melbourn Cambridgeshire SG8 6HD

Dear Sir/Madam

### **Decision on Tree Works Application**

Thank you for your letter about the above application. Your views were taken into account in coming to a decision. The application was Refused Permission

Valid applications including plans, supporting documents, consultation comments and the decision notice are available to view online. Please go to [www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess) to open the online planning register and enter 24/0132/TTPO in the search field.

Yours faithfully

Adrian Sargeant  
Trees Officer

## parish clerk

---

**From:** parish clerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** 03 April 2024 13:22  
**To:** [REDACTED]  
**Subject:** FW: STREET TRADING POLICY  
**Attachments:** STREET TRADING POLICY 2024 DRAFT\_.pdf

Please see below email from South Cambridgeshire District Council – any comment will be recorded at the May Planning Committee Meeting, please share any comments by the end of April.

Thank you

Abi

---

**From:** Licensing (SCDC) <Licensing@scamb.gov.uk>  
**Sent:** 03 April 2024 12:39  
**To:** Licensing (SCDC) <Licensing@scamb.gov.uk>  
**Subject:** STREET TRADING POLICY

Dear Sir/Madam

The Licensing Authority has undertaken a review of the Council's Street Trading Policy, and is seeking your views before it considers adoption,

I have attached a copy of the draft policy with track changes, in summary the main revisions are as follows:

4. To revise the "types of consent", giving examples which will hopefully clarify and simplify the descriptions, and confirm which types of consent may be required.

4b (iv) To introduce a "trial period" for new premises considering becoming a Consented Premises, the intention being to allow premises to assess suitability of their location over a 3-month period, as opposed to the financial commitment of requiring an annual consent.

4c (vi) Introduce new ad-hoc trading, which will allow vendors to operate either on a trial or temporary basis, the permission can apply for up to 5 different locations for up to 4 occasions per year.

8. To ensure that any representations are rational, and to support the Licensing Sub-Committee in reaching a decision for opposed applications, to require representations to be supported by evidence, in the case of a parish or Councillor representation, this could include details of the numbers of times residents have complained, date stamped photographs or diary logs.

9. Remove reference to transfer of a consent, as there is no scope to transfer a consent under the policy.

10. Additional information required with the application, to provide evidence of training and hygiene standards referred to within the policy, proof of right to work and remain in the UK and to ensure any vehicles are roadworthy and insured.

11. Removal of the grandfather rights, as this is obsolete.



20. To provide clarity on the decision-making process regarding applications to remove standard conditions.

I would appreciate your views by return no later than **Wednesday 15 May 2024**.

Yours faithfully

Rachel

**Rachel Jackson** | Principal Officer Licensing



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

[Redacted] | [X](#)

## Disclaimer

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**South  
Cambridgeshire  
District Council**

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

**STREET TRADING POLICY**

**Effective ~~1 March 2022~~ t.b.c. 2024**



## Contents

Section	Title	Page
1	Definitions	3
2	The Policy	3
3	Scope of the Policy	3-4
4	Types of Consent	4-5
5	Key Considerations when determining an application and suitability of sites	5-6
6	Commodities	6
7	Late Night Food Trading	6
8	Grounds for Representation, Refusal or Revocation	6-7
9	Consultation	7-8
10	Application Requirements	8-9
<del>11</del>	<del>Grandfather Rights</del>	<del>9</del>
<del>11</del> <u>2</u>	Determination of an application	9
<del>12</del> <u>3</u>	Duration of Consent	10
<del>13</del> <u>4</u>	Transfer of Consent	10
<del>14</del> <u>5</u>	Surrender of Consent	10
<del>15</del> <u>6</u>	Renewal/Continuation of Consent	10
<del>16</del> <u>7</u>	Pitch Closures	10
<del>17</del> <u>8</u>	Non-Payment of Fees	10
<del>18</del> <u>9</u>	Revocation of a Street Trading Consent	11
<del>19</del> <u>20</u>	Conditions and Enforcement	11
Appendix A	Standard Conditions	12-13



## 1. Definitions

**The Council** – South Cambridgeshire District Council

**The Act** - Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

**The Applicant** - The trader who has applied for a Street Trading Consent or Consented Premises

**The Policy** - This refers to South Cambridgeshire District Council's Street Trading Policy

**Consent holder and Consented Premises Trader** - A person or Company to whom the consent to trade has been granted by the Council

**Consented Premises** – the consent issued to areas which are privately owned, operated and managed to which the public have access without payment, to enable trading to take place on an ad-hoc basis.

## 2. The Policy

The Council's street trading policy purpose is to create a street trading environment which complements premises-based trading, is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience, and safety of local environments, whilst supporting local businesses.

The powers to control street trading within the Council's area are contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, 'the Act', which has been adopted by the Council. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'. The Council has designated all streets in the District as Consent Streets (with the exceptions detailed in Scope of the Policy). The designation came into effect on 1 March 2022.

This policy sets out the framework for the management and administration of street trading throughout the District of South Cambridgeshire and sets out the key considerations the Council will take into account when considering applications for a street trading consent or host premises consent.

The Policy will be effective for a period of no more than three years. Within the three year period the Authority will keep the policy under review and will make amendments as it considers appropriate.

## 3. Scope of this Policy

### a. Within Scope

This policy relates to the issuing of consents to permit the selling, exposing, or offering for sale of any article (including a living thing) in a street; and the supplying of or the offering to supply any



service in a street. A street includes any road, highway verge, footway, beach, or other area to which the public have access without payment.

All streets within the district (except the A11 and A14) shall be designated as consent streets for the purposes of street trading. With the exception of any area of land which is from time to time in the ownership and control of a Public Authority or a registered charity. For the purposes of this resolution above “ownership and control” means having a sufficient estate or legal interest in the area of land to enable the relevant Public Authority or registered charity to restrict and regulate the use of that area in the public interest and “Public Authority” means Cambridgeshire County Council or South Cambridgeshire District Council or any Parish or Town Council the whole or part of whose area falls within the boundary of the district of South Cambridgeshire.

## b. Out of Scope

- The following activities are excluded from this Policy:
- Trading by a pedlar operating under a Pedlar’s Certificate
- Trading at an established Charter or statutory market
- Trading at a fair, fete or similar one-day community event \*
- Trading in a trunk road picnic area provided under the Highways Act 1980
- Trading on the A11 or A14
- Trading as a news vendor where only newspapers or periodicals are sold
- Trading at a petrol filling station or shop
- Trading at a premises used as a shop or in a street adjoining premises and as part of the business of the shop (such as a farm shop)
- Trading or provision of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980 or the Business and Planning Act 2020 (pavement cafes)
- Trading as a Roundsman (i.e. delivering pre-ordered goods to customers such as milk delivery)
- Activities under a Street Collection or Sale Permit for charitable purposes
- Trading for charitable purposes, where a vendor is operating not for private gain, where a payment is not required to access the land.
- \* “One off events that are essentially non-commercial would not normally be considered to be street trading (street trading implies a degree of regularity) and therefore would be outside of the scope of the scheme and not require any form of street trading consent. If the purpose of the event is more than a one-off event or is of a commercial nature, then it would be caught by the policy and an application required. (A letter of intent/confirmation from the community organisers would normally satisfy this Council). It is assumed, or strongly advised, that the community event organisers will have consulted with residents and businesses prior to holding the event”.

## 4. Types of Street Trading Consent

There are six types ~~two categories~~ of street trading consents; ~~Standard Consent and Consented Premises, which are split into three types.~~



## **a. Standard Consent**

### **(i). Static Street Consent**

Where the operator is trading at a fixed pitch for more than 4 ½ hours in a 24-hour period. An example of such is a coffee van trading close to an industrial estate.

### **(ii). Mobile Street Consent**

Where the trader wishes to move from place to place. In order to meet the criteria for mobile consent, whilst a trader may have consent for multiple sites, they must not **trade** in one location for more than 4 ½ hours at a time, and not return to the same site on the same day (The 4 ½ hour period excludes setting up and clear up time.) An example of such is a pizza van trading on the street, or an ice cream van.

### **(iii) Layby Traders**

Where the operator is trading fixed hours in one roadside layby location throughout the week. Typically, these are café units trading in the same location throughout the week,

### **(iv). Consented Premises**

(a) These are areas that are privately owned, operated, and managed to which the public have access without payment, these include, but are not limited to, car parks and other areas attached the public houses.

This is a consent issued to a premises to enable a single location to be used by different consented premises ~~traderstraders. (see below)~~ on an ad-hoc basis. This applies to private landowners or occupiers such as public house car parks who wish to host traders to complement their primary business. This consent may be suitable for pop-up food traders and also non-food articles, such as Christmas trees.

Where a premises does not choose to obtain this consent, then any trader must hold a mobile street consent to trade at the location (see ii) above).

b) For new premises wishing to assess suitability or viability of their location, a three-month trial period is offered. Once the Consented Premises has been granted, the Consent can be surrendered within three months of issue and a refund (less administrative fee) will be issued.

### **(v). Consented Premises Trader**

An individual or business requires this consent to trade at any consented premises within the District ~~Where trading may take place at~~ which has a consented premises (see iv) -above.



~~Any individual wishing to trade in these areas must be registered as a consented premises trader. Once issued, the consent will enable the trader to trade at any consented premises within the South Cambridgeshire District.~~

~~Depending upon the trading model, it may be possible that a consented premises trader and mobile street consents would therefore be required.~~

#### (vi). Ad-hoc Trading consent

~~This consent will permit trading on a trial or temporary basis up to four times (in each location) a year.~~

~~This will enable a trader to either meet their business needs or assess suitability and viability of a location prior to submitting a full consent application.~~

~~An Ad-hoc Trading consent can include up to four occasions at between one and five locations.~~

## 5.Key Considerations when determining an application and suitability of sites

### Public Safety

- **Safety:** Whether the street trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or any other danger that may occur.
- **Highway:** the location and operating times will be such that the highway can be maintained in accordance with Cambridgeshire County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.
- **Compliance:** Trading must only be conducted only from a trading unit that complies with relevant legislation.
- **Food Safety:** Any trader wishing to sell food will need to be registered with the Environmental Health Service for the area in which they are based for food hygiene inspection. Food vendors should have an FSA food hygiene rating score of 3 or more. Evidence of the registration will be required at the application stage.

### Public Nuisance

- **Public Order:** Whether the street trading activity represents or is likely to represent a substantial risk to public order.



- **The Avoidance of Public Nuisance:** Whether the street trading activity is likely to or does represent a substantial risk of nuisance to the public particularly in residential areas. Nuisance could for example include traffic, noise, rubbish, potential for the harbourage of vermin, odour, or fumes.

## 6. Commodities

The Council may have regard to the number, nature and type of traders or business already trading within a consent area when determining an application. To ensure a diverse offering of services, there may be no duplication of principal food/commodity provision at any one time, in the same location (subject to grandfather rights).

## 7. Late night food trading

The sale of hot food or hot drink in any place, including mobile traders, between 23:00 and 05:00 on any day will require a Premises Licence for late night refreshment under the Licensing Act 2003.

## 8. Grounds for Representations, Refusal or Revocation

A representation against an application must relate to (and evidence must provided on) one of the following criteria; Public Safety, Public Nuisance or “General”. The Council will normally grant a Street Trading Consent unless one or more of the criteria below are identified. In addition, where the criteria below have been met, this may result in the revocation of a Consent.

### Public Safety

- **Road Safety:** A significant effect on road safety would arise either from the siting of the trading activity itself such as interference with sight lines for any road users or pedestrian crossings, or from customers using, visiting or leaving the site;
- **Accidents:** Where there are concerns over the recorded level of personal injury accidents in the locality where the street trading activity will be sited;
- **Traffic Orders:** There is a conflict with traffic orders such as waiting restrictions;
- **Access:** The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes;
- **Obstruction:** The trading unit obstructs the safe passage of users of the footway or carriageway;
- **Food Safety:** the trader has failed to meet adequate food safety/hygiene standards.
- **Health and Safety:** the trader has breached or failed to meet any health and safety standards

### Public Nuisance

- **Loss of amenity:** There would be a significant loss of amenity caused by traffic, noise, rubbish, potential for the harbourage of vermin, odour, or fumes;



## General

- **Commodity duplication:** That within the proposed pitch location, there are already traders or businesses offering the same service or providing the same principal food/commodity during the hours the consent is applied for. This is to ensure a diverse offering of services. (subject to grandfather rights). Competition issues will not be a consideration;
- **Unit unsuitability:** The trading unit is not considered to be suitable in style or in keeping with the location(s) requested.
- **Fees:** In the case of a renewal application the previous year's fees have not been paid.
- **Complaints:** The consent holder has been the subject of a serious substantiated complaint or multiple substantiated complaints relating to public safety and/or public nuisance as detailed above.
- **Suitability of applicant:** This Licensing Authority will only issue a street trader consent to an applicant which it considers to be 'fit and proper' to hold a consent i.e., they have not disclosed any convictions that would bring into question their suitability to be issued a licence and has the right to work under UK immigration law,
- Where the applicant has disclosed convictions which would bring into question their suitability to be issued a street trading consent, then the application will be referred to a Licensing Panel for determination. All applications will be determined on their own merit.

## 9. Consultations

On receipt of an application for a static street consent, mobile street consent, layby trader, consented premises, or ad-hoc trading consent, street trader or Consented Premises, the Licensing Authority will consult and seek written observations from:

- Ward & Division Councillors
- Parish or Town Councils
- South Cambridge Council Environmental Health
- Cambridgeshire Constabulary
- Shared Planning Service
- Cambridgeshire County Council Highways

There will be a 21-day consultation period.

On receipt of an application for a Consented Premises Trader ~~or transfer of a consent,~~ only Cambridgeshire Constabulary will be consulted for a 7-day period.

Representations must relate to relevant considerations detailed within the "Grounds for Representation, Revocation or Refusal" at section 8.

Where the consent holder has satisfied paragraph 16 of this Policy, there will be no requirement for consultation where a renewal/continuation application has been submitted.



## 10. Application requirements

### a. Static street consent, mobile street consents, layby traders, and Mobile Consents and Consented Premises Trader Consent and ad-hoc trading.

An applicant must be 17 years of age or above.

All applications for the grant of a new ~~Street Trading~~ Consent site must include:

- (a) Completed application form ~~and associated paperwork.~~
- (b) Where the proposed trading is from a specified location, a location plan showing the proposed location of the street trading site. This map should clearly identify the proposed location by marking the site boundary with a red line.
- (c) Where the application is to trade on private land (which is not licensed as a Consented Premises) written confirmation of authority to trade on the land.
- (d) Where the proposed trading is on a mobile basis, a list of the trading location(s) with a site plan (in the case of mobile ice cream traders, the names of the streets/parishes will suffice).
- (e) Specification of the vehicle/stall/unit, together with colour photographs showing any signage. If the vehicle/stall has not been constructed the submission of supplier drawings/brochure is required.
- (f) Valid insurance certificate for at least £5,000,000 public liability (and if required, employers' liability) cover.
- (g) Where the trader will access and use a Council owned electricity supply a fee will become payable as detailed in the fee schedule.
- (h) A copy of Food Standards Agency (FSA) food hygiene rating score of 3 or more. (In the case of new applicants/units who have submitted a food registration and awaiting EH food hygiene inspection, you will be allowed 28 days to acquire a FSA food hygiene rating of 3 or more (failure to do so will result in revocation of the consent.)
- (i) A copy of food hygiene training certificates for all staff involved in the preparation of food (minimum accredited Level 2 food hygiene certificate).
- (j) Proof of Right to work in the United Kingdom for the applicant and any assistant(s)
- (k) One passport sized photograph of applicant and any assistants
- (l) Copy of the vehicle(s) MOT certificate and insurance.

### b. Consented Premises

An applicant must be 17 years of age or above and have the legal right to occupy the premises.

All applications for the grant of a new street trading consent site must include:



- (a) Completed application form.
- (b) A location plan showing the proposed location of the street trading site. This map should clearly identify the proposed location by marking the host premises site boundary/land in the ownership of the host premises with a red line.
- (c) Valid insurance certificate for £5,000,000 public liability cover.

### **c. Consented Premises Trader**

An applicant must be 17 years of age or above.

All applications for the grant of a new Consent site must include:

- (a) Completed application form.
- (b) Specification of the vehicle/stall/unit, together with colour photographs showing any signage
- (c) Valid insurance certificate for at least £5,000,000 public liability (and if required, employers' liability) cover.
- (d) A copy of FSA food hygiene rating score of 3 or more. (In the case of new applicants/units who have submitted a food registration and awaiting EH food hygiene inspection, you will be allowed 28 days to acquire an FSA food hygiene rating of 3 or more (failure to do so will result in revocation of the consent.)
- (e) A copy of food hygiene training certificates for all staff involved in the preparation of food (minimum accredited Level 2 food hygiene certificate).
- (f) Proof of Right to work in the United Kingdom for the applicant and any assistant(s)
- (g) One passport sized photograph of applicant and any assistants
- (h) Copy of the vehicle(s) MOT certificate and insurance.

## **11. Grandfather Rights**

~~Previously, street trading did not apply to the whole of the District, which resulted in some street traders operating in areas with the consent of the local Parish or Town Councils. To support those traders coming under the new regime, the Council has introduced grandfather rights for those traders who will now fall under the regime, and traded up to the period ending 1 March 2022.~~

~~The trader will have the right to retain their pitch(es) position subject to basic safety principles being adhered to.~~

~~For traders falling within the "grandfather rights" criteria, a grace period of up to six months (from commencement of the new Policy) will be permitted to allow a trader to submit their application for a street trader consent. This will provide the time to address all requirements of the regime and~~



~~obtain all necessary documents for the application. A full application for a street trader consent must be submitted by no later than 30 September 2022. Provided the above requirements are met, the applicant would also benefit by way of a 50% fee reduction for the first application fee. After this period, no other special exemptions will apply. There will be no reduction in relation to Consented Premises fees.~~

## **112. Determination of an Application**

Where an application has not been subject to representation, the consent will be issued under delegated authority.

Where an applicant is not considered “fit and proper”, or where valid representations have been received against an application, the application will be referred to the Licensing Panel for determination. There is no formal right of appeal against refusal of an application following the Panel decision.

When determining an application for the grant renewal or revocation of a Street Trading Consent, the Panel may:

- (a) Grant consent to the applicant as applied for.
- (b) Grant consent to the applicant subject to modifications to the days, times or locations on which trading may take place; attach additional conditions to the consent.
- (c) Refuse to grant the Consent.

## **123. Duration of Consents**

A street trading consent may be issued for a period not exceeding 12 months from the 1 April to 31 March. Any new consents will be issued pro-rotta based on the number of months remaining until 31 March.

## **134. Transfer of Consent**

A Consent may not be transferred or sold.

## **145. Surrender of Consent**

A Street Trading Consent may be surrendered at any time. It shall then cease to be valid.

## **156. Renewal/Continuation of Consent**

An application for renewal ~~should~~ **must** be submitted no later than 4 weeks prior to the expiry date of the current Consent. ~~Renewal applications made after this date will not be valid and a new application will have to be made.~~ No trading may take place until the new Consent is issued.



Provided the application has been correctly submitted with the required fee, and evidence of public liability and public indemnity insurance cover of not less than £5 million, then the consent will be automatically renewed provided that:

- the application is under exactly the same terms as existing i.e. location, times, and commodities.
- the consent conditions and key considerations have continued to have been met.
- there have been no substantiated complaints about the existing street trader or host premises.
- no enforcement action has been taken against the consent holder or persons working for the applicant.

If the criteria above have not been met, then the renewal will be subject to the same consultation procedure **and fee structure** as per a new application.

### **167. Pitch closures**

Where a street trading consent pitch has to be withdrawn for a temporary period for reasons beyond the direct control of South Cambridgeshire District Council, e.g., roadworks, road relaying etc. no fee in whole or part of shall be refundable.

### **178. Non-payment of Fees**

Where a consent has expired due to non-payment, the pitch will become immediately available to others to apply for.

### **189. Revocation of a Consent**

Where a consent holder has either;

- failed to meet, or breached, the conditions of the consent, or;
- failed to adhere to the key considerations when determining an application, or;
- met any of the grounds for representation, refusal, or revocation, or;
- been subject to a substantiated serious complaint, or multiple substantiated complaints relating to criteria within public safety and/or public nuisance above.

The matter will be referred to the Licensing Panel, who may determine it necessary with regards to promote public safety and/or prevent nuisance or annoyance to affected parties;

- i) To add additional conditions to the consent.
- ii) To modify the days, times or locations on which trading may take place; attach additional conditions to the consent.
- iii) To revoke the consent.



## **1920. Conditions and Enforcement**

Standard conditions will be attached to Consented Premises and every street trading consent detailing the holder's responsibilities to maintain public safety, avoid nuisance and generally preserve the amenity of the locality.

Specific conditions will also be attached such as the days and hours when street trading is permitted, the goods, which may be sold, and the size of the pitch.

Failure to comply with conditions may lead to revocation or non-renewal of consent. Persons trading without a required consent may be subject to enforcement action in accordance with the South Cambridgeshire District Council Enforcement Policy.

A request to remove or vary a standard condition must be submitted in writing, and will be determined on its own merit by the Service Manager or Principal Officer.



## Appendix A

### Standard Conditions for Consented Premises

1. The Consent holder must ensure that only vendors holding a Consented Premises Trader consent issued by South Cambridgeshire District Council may occupy the site.
2. A written agreement to trade must be made prior to trading and must include agreement for arrangements for the disposal of waste and litter.
3. Only one trader may be on the consented area at any one time unless approval from the Licensing Authority has been given.
4. Details of all permitted traders including times and dates of trading, must be made available to the Licensing Authority on request within 48 hours.
5. The trading unit may not be left overnight on the consented premises unless approval from the Licensing Authority has been given.
6. If the holder of the consented premises is also the owner and operator of the trading unit, the Standard Conditions for Street Trading Consents must be met.

### Standard conditions for Street Trading and Consented Premises Traders.

1. A Street Trading Consent is valid only for the period, commodities and location(s) specified on the Consent.
2. The Consent holder must pay the fee in full prior to trading, unless agreed by the Council.
3. The Consent holder must ensure that the stall/vehicle is positioned only in the allocated space in the location(s) for which the Street Trading Consent is issued.
4. The Council must approve any changes to or replacement of the stall or vehicle prior to use.
5. The Consent holder must not carry on their trade in such a way as to cause obstruction of any street or endanger persons using the street or cause any nuisance or annoyance
6. The Consent holder's vehicle/stall must be kept in a clean, safe, and well-maintained condition
7. Every street trading vehicle/ stall must be removed from the site at the end of the trading day unless agreed by the Council.
8. Holders of a Mobile Street Trading Consent must not trade in one place for more than 4 ½ hours at a time, and not to return to the same site on the same day.
9. The Consent holder must ensure refuse originating from their trade is disposed of by a licensed waste carrier and must leave the site and its immediate vicinity clear of refuse at the completion of trading.



10. No water or waste material must be discharged on to the highway or any adjacent property.
11. When trading from a layby leave a maximum usable space permitting safe ingress and exit for vehicles.
12. No free-standing advertising, seating, tables, chairs, sunshades may be displayed without approval from the Council.
13. No device used in the reproduction or amplification of sound whilst trading must be audible beyond a distance of 5 metres from the trading unit.
14. The granting of this Consent does not imply the right to violate any order or prohibition or restriction made under the various Road Traffic Acts and Highway Acts.
15. The sub-letting of a Street Trading Consent location is prohibited unless agreed by the Council.
16. The Consent holder must be the principal operator and have day-to-day control of the stall/vehicle. The Consent holder may employ any other person to assist in operating the stall/vehicle.
17. The Consent holder must have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover must be £5,000,000 and must cover the operator's vehicle, or stall and any additional equipment under their control.
18. The Consent holder may terminate a Street Trading Consent by written notice to the Council.
19. Where gas cylinders are used a valid gas safety certificate is required to ensure the safety of all gas appliances.
20. Where the vehicle or stall has a 240-volt electrical system a valid electrical installation certificate is required.
21. In the case of hot food preparation, a serviceable fire blanket and suitable fire extinguisher/s must be provided at all times.
22. All staff involved in the preparation of food must hold a minimum accredited Level 2 food hygiene certificate.
23. The above general conditions, which apply to all Street Trading Consents, may be varied, having regard to a particular location. Additional conditions may be required and will be displayed and listed on the Street Trading Consent.