



🏠 **Melbourn Parish Council**  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

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

**A meeting of the Planning Committee** held on Monday 9 December 2024 at 19:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:** Cllr Wilson

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

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:31*

**PL071/24 To receive and approve apologies for absence**

Apologies were received from Cllrs Barnes, Coulman and Hart with acceptable reasons given. It was **RESOLVED** to accept the apologies from Cllrs Barnes, Coulman and Hart. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**PL072/24 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 proper to the meeting. Cllr Kilmurray declared a non pecuniary interest in item PL078/24f) – dispensation was granted to take part in discussion and to vote.

**PL073/24 To approve the minutes of the Planning Committee Meeting on 11 November 2024**

It was **RESOLVED** to accept the minutes of the Planning Committee Meeting held on 11 November 2024 as an accurate record. Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.

**PL074/24 To report back on the minutes of the Planning Committee Meetings on 11 November 2024**

Nothing to report.

**PL075/24 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)**

No members of the public were present.

**PL076/24 Decision Notices:** To receive any Decision notices issued since last meeting.

- a) Update on application [24/03535/FUL](#) | **Proposal:** Demolition of existing dwelling followed by erection of two no two storey 4bed detached dwellings. | **Site address:** 10 Chapel Lane Melbourn Cambridgeshire | **MPC comment:** It was **RESOLVED** to support the planning application with a condition that contractors should not park so as to obstruct the single track road that is Chapel Lane. All vehicles should be either parked completely on site or parked, with due consideration to residents, on Orchard Road.  
**Decision:** Application withdrawn (20 Nov 2024)  
The decision was noted.
- b) [24/03550/HFUL](#) | **Proposal:** Roof extension with rear facing dormer and the installation of 3 No. Velux rooflights to front roof slope. | **Site address:** 40A Medcalfe Way Melbourn Cambridgeshire SG8 6HU | **MPC Comment:** Support no comment  
**Decision:** Application permitted (14 Nov 2024)  
The decision was noted.

- c) [24/1103/TTCA](#) | **Proposal:** T1 Yew - Reduce lateral branches to clear the church by 2M T2 Yew - Reduce lateral branches to clear the church by 2M G1 Various - Crown reduce all trees in the churchyard to give 2.5M clearance from ground level. | **Site address:** All Saints Parish Church High Street Melbourn Cambridgeshire SG8 6DX | *MPC Comment: No comment.*  
**Decision:** No objection (12 Nov 2024)  
The decision was noted.
- d) [24/1078/TTCA](#) | **Proposal:** Norway Maple - cut back overhanging branches in lower canopy by approx 2m back to boundary | **Site address:** United Reformed Church Orchard Road Melbourn Cambridgeshire | *MPC Comment: No comment.*  
**Decision:** No objection (12 Nov 2024)  
The decision was noted.
- e) [24/1058/TTPO](#) | **Proposal:** T1 - The wide 5 stem 45-foot-tall (approx.) Lime (Tilia Tormentosa) tree to undergo a crown reduction and thinning by around 30% (13.5 feet) to reduce its dominance in this area. Through pruning, dead wooding, thinning and overall reduction the crown will be opened up to leave the tree healthy and balanced with a long-lasting shape fit for the habitat. The work will also create more light into the garden to allow other planting to thrive. | **Site address:** 27 The Lawns Melbourn Cambridgeshire SG8 6BA | *MPC Comment: Support no comment.*  
**Decision:** Refused application (13 Nov 2024)  
The decision was noted.
- f) [24/03356/HFUL](#) | **Proposal:** Demolition of existing single storey side element. Part two storey, part single storey side and rear extension. | **Site address:** 62 Clear Crescent Melbourn Cambridgeshire SG8 6JD | *MPC Comment: Support no comment.*  
**Decision:** Application permitted (27 Nov 2024)  
The decision was noted.

**PL077/24 To note the following applications for tree work:**

- a) [24/1287/TTCA](#) | **Proposal:** T1 - Robinia - Crown reduce by 30% (3M in height and 1.5M in lateral growth) crown raise to 3M from floor level. Suitable growth left to retain a well balanced tree. | **Site address:** 1 The Moor Melbourn Cambridgeshire | (Deadline to comment 4/12/24 *No objection from email*)  
No comment.
- b) [24/1354/TTPO](#) | **Proposal:** T1 - Sycamore - Remove 6 lowest branches growing towards the building and reduce lateral spread by approx 3 Meters over the building - This is to allow clearance from the building and to allow better clearance for vehicles. T2 - Hawthorn - Reduce crown back by 1 meter on the boundary - It has started to hang the over parked vehicles. T3 - Sycamore - Crown lift to 5 meters above ground level - This is to allow better clearance for vehicles. | **Site address:** Building 3 Whiting Way Melbourn Cambridgeshire | (Deadline to comment 16/12/24 *No objection from email*)  
No comment.  
*Application 24/1376/TTCA was received too late for the agenda – emailed to Cllrs and no objections raised.*  
*Application 24/1406/TTCA was received too late for the agenda – emailed to Cllrs and no objections raised.*

**PL078/24 Planning Applications:**

- a) INFORMATION ONLY: [24/04268/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for single storey rear extension and conversion of existing integral garage into habitable living space. | **Site address:** 33 The Lawns Melbourn Cambridgeshire SG8 6BA |  
Noted.
- b) [24/04120/HFUL](#) | **Proposal:** Single storey rear extension and alterations to fenestration | **Site address:** 29 The Moor Melbourn Cambridgeshire | (Deadline to comment 11/12/24)  
Items PL078/24b) and c) were considered together as they are part of the same application.
- c) [24/04121/LBC](#) | **Proposal:** Single storey rear extension, alterations to fenestration and alterations to kitchen bresummer, stud wall and door | **Site address:** 29 The Moor Melbourn Cambridgeshire | (Deadline to comment 11/12/24)

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

- d) [24/04224/HFUL](#) | **Proposal:** Erection of a two storey rear and side extension together with 2 No Juliet balconies to the rear first floor elevation, roof extension with 3 No. dormer windows to front and application of timber cladding and render to elevations. | **Site address:** Ackenfield Royston Road Melbourn | (Deadline to comment 11/12/24)

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

- e) [24/04330/HFUL](#) | **Proposal:** Single storey rear extension and alterations to existing ground floor rear roof shape with installation of roof lights | **Site address:** 4 Greenbanks Melbourn Cambridgeshire | (Deadline to comment 12/12/24)

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

- f) [24/04368/FUL](#) | **Proposal:** Erection of 2 No. self/custom build Dwellings. | **Site address:** Land Adjacent To Blakeney Cambridge Road Melbourn Cambridgeshire | (Deadline to comment 19/12/24)

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

- g) [24/04289/HFUL](#) | **Proposal:** Part single, part two storey front, side and rear extensions with associated landscaping and drainage. New cladding to exterior and installation of PV solar panels. | **Site address:** 36 Medcafe Way Melbourn Cambridgeshire | (Deadline to comment 20/12/24)

It was RESOLVED to partially support the application as follows:

- Support the side and rear elements of the application.
- Object to the front elevation due to out of keeping with the street scene and extending forward of the property line.

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

- h) [24/04462/HFUL](#) | **Proposal:** Single storey side and first floor side extensions. | **Site address:** 37 Armingford Crescent Melbourn Cambridgeshire SG8 6NG | (Deadline to comment 23/12/24)

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

#### **PL079/24 Update on active applications**

- a) To note representation at site meeting of 65 Orchard Way on Wednesday 27 November and report back. [24/02322/FUL](#) | **Proposal:** Alterations to No. 65 Orchard Road and Demolition of Existing Garage. Construction of 5 No. Dwellings to land rear of No. 65 Orchard Road and Associated Access From Orchard Road. | **Site address:** 65 Orchard Road Melbourn Cambridgeshire SG8 6BB |

It was noted that representation of the Parish Council was made at an onsite meeting with the Senior Planner and Ecologist. Information was provided about trees that had not been included on the ecology report – these will be added and an amended ecology report submitted.

#### **PL080/24 Correspondence**

- a) Public consultation of Greater Cambridge Shared Planning Service three Supplementary Planning Documents. Further information can be found here: <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/>

It was noted.

#### **PL081/24** To note the date of next meeting as **Monday 20 January 2025** at 7.30pm

The date of the next meeting was noted as Monday 20 January 2025.

*Meeting closed 20:06*



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**A meeting of the Planning Committee** held on Monday 11 November 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), James McCrone (TTP), David Ardill (Sheppard Robson), Errin Marshall (Savills)

**PLANNING COMMITTEE: MINUTES**

*Meeting started 19:31*

**PL059/24 To receive and approve apologies for absence**

Apologies were received from Cllr Coulman and District Cllr Hales with acceptable reasons given. It was RESOLVED to accept the apologies from Cllrs Coulman and Hales. Proposed by Cllr Wilson, seconded by Cllr Clark. All in favour.

**PL060/24 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.

**PL061/24 To approve the minutes of the Planning Committee Meeting on 7 October 2024**

It was RESOLVED to accept the minutes of the Planning Committee Meeting held on 7 October 2024 as an accurate record. Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**PL062/24 To report back on the minutes of the Planning Committee Meetings on 7 October 2024**

Nothing to report.

**PL063/24 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)**

No members of the public were present.

**PL064/24 To receive presentation from TTP** (Steve Pritchard and James McCrone (TTP), David Ardill (Sheppard Robson) and Errin Marshall (Savills) with regard to plans for new building to be added to TTP Campus site.

The intention of constructing Building 4 on TTP Campus was explained with confirmation that a planning application would be submitted early in 2025. TTP/Sheppard Robson confirmed that a public consultation would take place with date to be confirmed once they had received feedback from the planning authority. Questions were asked as to which contractors would be appointed to the project, occupancy numbers of the new building along with what considerations are being taken with regard to travel and the impact on roads in the area.

Cllrs indicated that they are in support of the project in principle and will review the application in the prescribed manner when it was offered for consultation from the planning authority.

*James McCrone, David Ardill and Errin Marshall left the meeting 20:03*

**PL065/24 Decision Notices:** To receive any Decision notices issued since last meeting.

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

- a) [24/02082/FUL](#) | **Proposal:** Change of use and conversion of agricultural buildings to 4 x dwellings, demolition of two agricultural buildings and erection of new dwelling. | **Site address:** Hillside Farm Newmarket Road Melbourn Cambridgeshire SG8 7LZ |  
**MPC:** It was **RESOLVED** to object stating the same grounds as previous objection.  
**OBJECT** on the grounds of:  
 \* Road safety due to entrance/exit on to busy 60mph carriageway  
 \* Green space lacking for family residential properties  
 \* There is no footpath or safe greenway routes for pedestrians  
 \* The application seems to contravene SCDC's sustainability policy.  
**Decision:** Application Permitted (11 Oct 2024)  
 The decision was noted. **ACTION:** Office to contact Planning Authority to enquire as to how the application fits in with the SCDC sustainability policy.
- b) [24/0902/TTPO](#) | **Proposal:** G.1 - Maple group of 2x trees. - Shorten lateral growth over garden end roadway by 2.5M back to suitable, healthy twig growth or suitable union | **Site address:** 5 New Road Melbourn Cambridgeshire SG8 6BX |  
**MPC:** Support no comment  
**Decision:** Tree Refused Application (9 Oct 2024)  
 The decision was noted.
- c) [24/03291/S73](#) | **Proposal:** S73 to vary conditions 2 (Approved plans), 3 (Archaeology) and 31 (Obscure Glazing) of planning permission 22/04904/FUL (Demolition of existing commercial unit and erection of 2 no. new build residential units) increased depth of rear extensions, revised internal layouts, changes to fenestration, Plot 1 moved back on the site and garage added and to allow demolition of building prior to archaeological investigations. | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |  
**MPC:** It was **RESOLVED** to support the application whilst highlighting and supporting the conditions that Highways have placed on the build.  
**Decision:** Application permitted (25 October 2024)  
 The decision was noted.
- d) [24/03234/FUL](#) | **Proposal:** Addition of storage container. | **Site address:** Royston Solar Farm 2 Royston Road Melbourn Cambridgeshire |  
**MPC:** Support no comment.  
**Decision:** Application permitted (28 October 2024)  
 The decision was noted.

**PL066/24 To note the following applications for tree work:**

- a) [24/1103/TTCA](#) | **Proposal:** T1 Yew - Reduce lateral branches to clear the church by 2M T2 Yew - Reduce lateral branches to clear the church by 2M G1 Various - Crown reduce all trees in the churchyard to give 2.5M clearance from ground level. | **Site address:** All Saints Parish Church High Street Melbourn Cambridgeshire SG8 6DX | (Deadline to comment 28/10/24 *No objection from email*)  
 No comment.
- b) [24/1078/TTCA](#) | **Proposal:** Norway Maple - cut back overhanging branches in lower canopy by approx 2m back to boundary. | **Site address:** United Reformed Church Orchard Road Melbourn Cambridgeshire | (Deadline to comment 5/11/24 *No objection from email*)  
 No comment.
- c) [24/1225/TTPO](#) | **Proposal:** T1 - Sycamore (Mature) - Crown reduction of up to 3metres to suitable growth points. All pruning to match BS3998. | **Site address:** 24 The Lawns Melbourn Cambridgeshire | (Deadline to comment 19/11/24 *No objection from email*)  
 No comment.
- d) [24/1227/TTCA](#) | **Proposal:** Laylandii - The works we are applying for are - CONIFER HEDGE - height is 6m we would like to remove 1-1.5m from the top the whole way around. The sides are heavily overgrown - so we will only be taking back as far as the growth is 0.5m. | **Site address:** 27 High Street Melbourn Cambridgeshire | (Deadline to comment 22/11/24 *No objection from email*)  
 No comment.
- e) [24/1261/TTPO](#) | **Proposal:** T.1 Sycamore - Reduce height by 3M (back to previous cuts) achieving a 30% crown reduction leaving suitable growth of a twig bearing structure to retain a natural shape. The tree has pre historically been cut multiple times in the past to control the size of the canopy being in close proximity

to the house and overhanging the neighbouring front garden. Cuts to be made at the previous cut points (not lower than previous). | **Site address:** 20 The Lawns Melbourn Cambridgeshire | (Deadline to comment 25/11/24 *No objection from email*)

No comment.

**PL067/24 Planning Applications:**

- a) [24/03780/FUL](#) | **Proposal:** Change of use from Use Class B1 (restricted to named operator), B2, or B8, to Use Class E(g)(ii), B2 or B8 to permit pharmaceutical R&D, manufacturing and associated storage | **Site address:** Saxon House 8 Saxon Way Melbourn Cambridgeshire | (Deadline to comment 18/11/24)

Some discussion of the Class E specification took place.

It was RESOLVED to support no comment.

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

**PL068/24 Temporary Traffic Order Application TTRO**

- a) To consider response to TTRO 38718 Medcalfe Road, 27/01/25 – 31/01/25

Application was noted. No comment.

**PL069/24 Melbourn Greenway**

- a) To note response to Melbourn Greenway consultation and consider response to questions from Greater Cambridge Partnership Project Manager.

It was noted that the speed humps proposed in the scheme were more aerodynamic than previous designs and offered some protection from noise and nuisance.

It was noted that the original objections to speed humps between Water Lane and Norgett's Lane still stand. It is proposed that the road along this section is wide enough to accommodate cycles safely and parking along this stretch of highway slows traffic sufficiently.

- b) To receive updates and consider actions.

ACTION: Office to respond to Greenways project with original concerns.

**PL070/24** To note the date of next meeting as **Monday 9 December 2024** at 7.30pm and reminder that January meeting will be held on Monday 20 January 2025 as agreed on item PL037/24.

The date of the next meeting was noted as Monday 9 December 2024.

*Meeting closed 20:27*



## Greater Cambridge Supplementary Planning Documents Consultation

### Public Notice

The Greater Cambridge Shared Planning Service on behalf of Cambridge City Council and South Cambridgeshire District Council are producing three Supplementary Planning Documents. We are inviting comments via public consultation on the following draft documents:

- Planning Obligations Supplementary Planning Document
- Health Impact Assessment Supplementary Planning Document
- Cambridge Biomedical Campus Supplementary Planning Document

The consultation documents can be viewed:

- on the Greater Cambridge Shared Planning Service website:  
<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/>
- by appointment at Cambridge City Council's Customer Service Centre: Mandela House, 4 Regent Street, Cambridge, CB2 1BY (phone 01223 457000);
- by appointment at South Cambridgeshire District Council Reception: South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA (phone 01954 713000);
- at Cambridge Central Library (7 Lion Yard Cambridge CB2 3QD) during normal opening hours.

Anyone who would prefer to receive printed literature to help them have their say should contact the Greater Cambridge Shared Planning Service using the contact details below. If you need assistance to view the documents, or wish to discuss the consultation, please contact us using the details below.

The Councils are also holding in-person and online consultation events during the consultation period. These events are your opportunity to connect with Planning Officers, share your thoughts, and find out more about the SPDs out for consultation.

## **How to make comments**

You are encouraged to comment online – full details are available on our website at <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/>

If you have difficulty commenting online, please contact the Greater Cambridge Shared Planning Policy Team by email: [localplan@greatercambridgeplanning.org](mailto:localplan@greatercambridgeplanning.org) or call 01223 457000 or 01954 713 000.

You can request a form to complete by emailing us at [local.plan@greatercambridgeplanning.org](mailto:local.plan@greatercambridgeplanning.org) or calling us at call [01223 457000](tel:01223457000) or [01954 713000](tel:01954713000). Completed response forms should be emailed back to us or posted to: Greater Cambridge Shared Planning Service, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.

**Comments can be made on the three Supplementary Planning Documents that are out to consultation between 9am on Thursday 28 November 2024 and 5pm on Friday 24 January 2025.**

All comments received during the consultation period will be published. Please refer to our Greater Cambridge Shared Planning [privacy notice](#) for further details.

