



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

👤 Abi Williams, Clerk
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MELBOURN PARISH COUNCIL - PLANNING COMMITTEE
(District of South Cambridgeshire)

A meeting of the Planning Committee held on Monday 20 January 2025 at 19:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Hart, Kilmurray (Chair), Wilson (arrived 19:44)

Absent: Cllr Coulman

In attendance: Abi Williams (Parish Clerk)

PLANNING COMMITTEE: MINUTES

Meeting started 19:30

PL082/25 To receive and approve apologies for absence

None received.

PL083/25 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 prior to the meeting. Cllr Kilmurray declared a non pecuniary interest in item PL089/25e) – dispensation was granted to take part in any discussion and not vote.

PL084/25 To approve the minutes of the Planning Committee Meeting on 9 December 2024

It was RESOLVED to accept the minutes of the Planning Committee Meeting held on 9 December 2024 as an accurate record.

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

PL085/25 To report back on the minutes of the Planning Committee Meetings on 9 December 2024

Nothing to report.

PL086/25 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.

PL087/25 Decision Notices: To receive any Decision notices issued since last meeting.

- a) [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 SG8 6EB | *MPC Comment: No comment*
Decision: No objection (2 Dec 2024)
The decision was noted.
- b) [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 | *MPC Comment: No comment*
Decision: Certificate granted (12 Dec 2024)
The decision was noted.

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

- c) [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 SG8 6DN | *MPC Comment: Support no comment*
Decision: Application permitted (11 Dec 2024)
The decision was noted.
- d) [24/04120/HFUL](#) | **Proposal:** Single storey rear extension and alterations to fenestration | **Site address:** 29 The Moor Melbourn Cambridgeshire SG8 6ED | *MPC Comment: Support no comment*
Decision: Application permitted (18 Dec 2024)
The decision was noted.
- e) [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 SG8 6ED | *MPC Comment: Support no comment*
Decision: Application permitted (18 Dec 2024)
The decision was noted.
- f) [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 Cambridgeshire SG8 6DG | *MPC Comment: Support no comment*
Decision: Application permitted (20 Dec 2024)
The decision was noted.
- g) [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 SG8 6ED | *MPC Comment: Support no comment*
Decision: No objection (23 Dec 2024)
The decision was noted.
- h) [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 SG8 6BA | *MPC Comment: No comment*
Decision: Tree application permitted (23 Dec 2024)
The decision was noted.
- i) [24/1225/TTPO](#) | **Proposal:** T1 - Sycamore (Mature) - Crown reduction of up to 3metres to suitable growth points. All pruning to match BS3998. T2 - Sycamore - Crown Reduction of up to 2 metres to suitable growth points. All pruning to meet BS3998. | **Site address:** 24 The Lawns Melbourn Cambridgeshire SG8 6BA | *MPC Comment: No comment*
Decision: Tree application permitted (23 Dec 2024)
The decision was noted.
- j) [24/1354/TTPO](#) | **Proposal:** T1 - Sycamore - 5-meter crown raise 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 SG8 6NA | *MPC Comment: Support no comment*
Decision: Tree application permitted (03 Jan 2025)
The decision was noted.

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

- k) [24/1376/TTCA](#) | **Proposal:** T3 - Reduce crown height by 50% with the Ivy to be severed and pulled from the trees. Remove individual branches obstructing delivery van entrance to the west of the site. Tree to become 6.5m high. T4- Reduce crown height by 50% with the Ivy to be severed and pulled from the trees. Remove individual branches obstructing delivery van entrance to the west of the site. Tree to become 6.5m high. T5- Reduce crown height by 50% with the Ivy to be severed and pulled from the trees. Remove individual branches obstructing delivery van entrance to the west of the site. Tree to become 8.75m high. G1- Reduce crown height by 50% with the Ivy to be severed and pulled from the trees. Remove individual branches obstructing delivery van entrance to the west of the site. Tree to become 8.75m high| **Site address:** 15-19 Bank And Premises Station Road Melbourn Cambridgeshire (Cambridge Building Society) |
MPC Comment: Support no comment
Decision: Application withdrawn (9 Jan 2025)
The decision was noted.
- l) [24/04462/HFUL](#) | **Proposal:** Single storey side and first floor side extensions. | **Site address:** 37 Armingford Crescent Melbourn Cambridgeshire SG8 6NG |
MPC Comment: Support no comment
Decision: Application permitted (6 Jan 2025)
The decision was noted.
- m) [24/1406/TTCA](#) | **Proposal:** T1 - Holly x6.5ms in height: reduce height to 3ms. T2 - Yew x11.5ms in height: reduce height by 4.5ms and laterals by 2.5ms, leaving Yew at approximately 7ms in height. | **Site address:** 25 Station Road Melbourn Cambridgeshire SG8 6DX |
MPC Comment: Support no comment
Decision: No objection (9 Jan 2025)
The decision was noted.

PL088/25 To note the following applications for tree work:

- a) [24/1423/TTPO](#) | **Proposal:** T1: 13.7 meters Lime tree - to undergo a crown reduction and thinning by 20% (2.7-meters). This tree was last worked on (approximately five years ago) and has grown back unevenly. This work will restore it towards previous cut points, leaving it healthy and balanced. The proposed work will be to maintain the appropriate size for this tree given it's proximity to the house, letting more light into the property and garden to allow other planting to thrive.| **Site address:** 27 The Lawns Melbourn Cambridgeshire | (Deadline to comment 7 Jan 2025) *No objection from email.*
No comment.
- b) [24/1455/TTCA](#) | **Proposal:** T1 Sycamore - Reduce branches overhanging thatched roof by up to 4ms. T2 Alder - Reduce branches overhanging thatched roof by up to 4ms. T3 Apple - Crown reduce by up to 3ms. | **Site address:** 96 High Street Melbourn Cambridgeshire | (Deadline to comment 13 Jan 2025) *No objection from email.*
No comment.
- c) [25/0006/TTCA](#) | **Proposal:** T.1 Robinia - fell to ground level due to decay in the lower stem. Bark is falling from the trees and is exposing rot. | **Site address:** 91 High Street Melbourn Cambridgeshire | (Deadline to comment 28 Jan 2025)
No objection.
- d) [25/0035/TTCA](#) | **Proposal:** 1 Silver birch - thin, reducing inner canopy and branches growing towards nearby windows by 30% overall. | **Site address:** 24 Mortlock Street Melbourn Cambridgeshire SG8 6DB | (Deadline to comment 3 Feb 2025)
No objection.

PL089/25 Planning Applications:

- a) [23/02556/FUL](#) | **Proposal:** Conversion of a redundant agricultural barn into one dwelling and change of use of agricultural land to residential curtilage, following the granting of Class Q at New Farm, Melbourn. | **Site address:** New Farm Royston Road Melbourn | (Deadline to comment 22 Jan 2025)
It was RESOLVED to support no comment.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

Cllr Wilson joined the meeting 19:44

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

- b) [24/04648/FUL](#) | **Proposal:** Erection of a timber fence. | **Site address:** Hillside Farm Newmarket Road Melbourn | (Deadline to comment 10 Jan 2025 – extension requested, unconfirmed)
It was RESOLVED to object inline with concerns as raised by Highways (Concerns that the current proposal does not provide adequate inter-visibility between the users of the property access and the existing public highway for the safety and convenience of users of the highway and for access).
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) [24/04687/HFUL](#) | **Proposal:** Single storey rear extension. | **Site address:** 3 Clover Way Melbourn Cambridgeshire | (Deadline to comment 22 Jan 2025)
It was RESOLVED to support no comment.
Proposed Cllr Wilson, seconded Cllr Clark. All in favour.
- d) [24/04821/SCRE](#) | **Proposal:** EIA Screening Opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for a proposed solar farm and battery energy storage system development. | **Site address:** Land South Of Muncneys Farm London Way Melbourn Cambridgeshire SG8 6DJ | (Deadline to comment 22 Jan 2025)
Noted. No comment from Committee.
ACTION: Office to contact developers about possible S137 agreement as on previous solar farms in the parish.
- e) [24/04616/FUL](#) | **Proposal:** Change of use of part of ground floor to the rear of the building to exercise studio (Use Class E(d)), use of existing exercise studio as a cafe (Use Class E(b)). | **Site address:** 28 Melbourn Parish Council Offices Station Road Melbourn Cambridgeshire SG8 6DX | (Deadline to comment 28 Jan 2025)
Cllr Kilmurray declared an interested in his role as part of the Hub Management Group.
In his role as Vice Chair Cllr Wilson led discussion.
It was RESOLVED to support no comment.
Proposed by Cllr Barnes, seconded by Cllr Clark.
For: Cllrs Alexander, Barnes, Clark, Hart and Wilson.
Against:
Abstain: Cllr Kilmurray
- f) INFORMATION ONLY [22/04904/NMA1](#) | **Proposal:** Non material amendment on application 22/04904/FUL for addition of a single window to living room of Plot 2 (west elevation). | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |
It was noted.
- g) INFORMATION ONLY [22/03291/CONDA](#) | **Proposal:** Submission of details required by conditions 3 (written scheme of investigation), 4 (arboricultural method statement and tree protection strategy), 6 (construction environmental management plan), 11 (contamination), 14 (traffic management plan) and 23 (water efficiency specification) of planning permission 24/03291/S73. | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |
It was noted.

PL090/25 To note following street works / TTRO notices

- a) Medcalfe Way, alternative route via Palmers Way – Clear Crescent – New Road – Orchard Road and vice versa. 27 January – 31 January 2025.
It was noted.

PL091/25 To note the date of next meeting as Monday 10 February 2025 at 7.30pm

The date of the next meeting was noted as Monday 10 February 2025 at 7.30pm.

Meeting closed 19:57

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



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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's 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

CAMBRIDGESHIRE COUNTY COUNCIL

Medcalfe Way, Melbourn

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)

ORDER 2025-103

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Medcalfe Way, Melbourn as lies between numbers 10 and 32.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Palmers Way - Clear Crescent - New Road - Orchard Road and vice versa.

The Order is made to facilitate new electrical connection and associated works which are being carried out on or near this highway and it will come into operation on 27 January 2025 and continue until these works have finished or on the 26 July 2026 whichever is the earlier.

It is anticipated that these works will be carried out between 27 January and 31 January 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

Thursday 19 December 2024