



🏠 **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 Wednesday 9 July 2025 at 19:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Clark, Kilmurray

Absent:

In attendance: Abi Williams (Parish Clerk), Cllr Redelinghuys (non-voting), Cllr Dr Tumi Hawkins (Lead Cabinet Member for Planning, South Cambridgeshire District Council), eleven members of the public.

PLANNING COMMITTEE: MINUTES

Meeting started 19:30

PL018/2526 To receive apologies for absence

Apologies received from Cllrs Alexander, Hart, Kyprianou and Wilson with acceptable reasons given. It was RESOLVED to accept apologies of absence from Cllrs Alexander, Hart, Kyprianou and Wilson. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

PL019/2526 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.

PL020/2526 To approve the minutes of the Planning Committee Meeting on 9 June 2025

It was RESOLVED to approve the minutes of the Planning Committee Meeting held on 9 June 2025 as an accurate record. Proposed by Cllr Barnes, seconded Cllr Clark. All in favour.

PL021/2526 To report back on the minutes of the Planning Committee Meetings on 9 June 2025

Nothing to report.

PL022/2526 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)

Eleven members of the public were present, all attending in relation to item PL023/2526. Due to the nature of the item no restrictions on time were placed on discussion.

PL023/2526 Welcome Cllr Dr Tumi Hawkins, ~~Chair of Joint Local Planning Advisory Group~~ Lead Cabinet Member for Planning, South Cambridgeshire District Council

Please note correction to title from published agenda.

Cllr Hawkins and members of the public discussed planning application 25/01320/PRIOR (Demolition of existing single storey side extension and rear extension, and construction of additional storey over the main/original dwelling footprint with pitched roof and additional front and rear windows, 12 Rose Lane.). Members of the public raised the following concerns:

- Decision recorded on application before the expected date.
- Questioning how parameter 3 (overlooking) is deemed as not significant when proposed property will overlook numerous windows of existing properties. Guidelines state 25m preferred clearance but some measurements for this application are as low as 13m. Request was made to view the guidelines used to make the decision.
- Questions as to why Planners have overlooked the importance of the historic area of the Village – asked if a planning officer had visited site.

- Concerns were raised over the plans submitted with the application – some plans appear missing from the portal and others are incorrect and suggest other properties are at the same height as proposed.

Cllr Hawkins covered the following details:

- Apologies received for human error that led to a decision being published before the expected date, an extension to comment was not passed to the lead planner and was not considered.
- Explanation that a PRIOR application is for information only and it would be a planning decision to accept or reject the PRIOR application based on parameters set by Government and not the local authority. If parameters are met the application is deemed not requiring PRIOR approval and the application granted.
- **ACTION:** Cllr Hawkins to investigate the guidelines used by planning officers in decisions relating to distance and parameter 3 (overlooking).
- Explanation that a PRIOR application cannot be passed to the Planning Committee. A judicial review could be held but it would likely result in the same outcome and be costly.
- Advised contact with applicant was the best and only course of action.

Cllr Dr Tumi Hawkins and eleven members of public left the meeting 20:30

PL024/2526 Decision Notices: To receive any decision notices issued since the last meeting.

- [25/01470/HFUL](#) | **Proposal:** Enclose a single bay of an existing 3 bay car port for use as an additional workshop space. | **Site address:** 25 Station Road Melbourn Cambridgeshire SG8 6DX|
MPC Comment: Support no comment.
Decision: Application permitted (13 June 2025)
The decision was noted.
- [25/01742/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for a single storey rear extension. |
Site address: 72 High Street Melbourn Cambridgeshire SG8 6AJ |
MPC Comment: No comment
Decision: Certificate granted (26 June 2025)
The decision was noted.
- [25/01576/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for replacement of existing wooden sheds for a new concrete shed. | **Site address:** 1 Mortlock Close Melbourn Cambridgeshire SG8 6DA |
MPC Comment: No comment
Decision: Certificate granted (26 June 2025)
The decision was noted.
- [25/01464/HFUL](#) | **Proposal:** Single storey side extension. | **Site address:** Bridgefoot Farm, Fledgling Barn Barley Road Flint Cross Great and Little Chishill Cambridgeshire SG8 7PU |
MPC Comment: Support no comment (with a note to pass to Great & Little Chishill Parish)
Decision: Certificate Permission granted (4 June 2025)
The decision was noted.
- [25/01320/PRIOR](#) | **Proposal:** Demolition of existing single storey side extension and rear extension, and construction of additional storey over the main/original dwelling footprint with pitched roof and additional front and rear windows. | **Site address:** 12 Rose Lane Melbourn Cambridgeshire SG8 6AD|
MPC Comment: Complaint raised – consideration taken and reported after decision date.
Decision: Prior approval not required (6 June 2025)
The decision was noted.
- [25/0428/TTCA](#) | **Proposal:** T1 - Picea Abies - Fell. | **Site address:** 33 High Street Melbourn Cambridgeshire SG8 6DZ |
MPC Comment: No objection
Decision: Application permitted (5 June 2025)
The decision was noted.

PL025/2526 To note the following applications for tree work:

- [25/0564/TTPO](#) | **Proposal:** T1 - Holly - Crown reduce the height by 2M and prune sides by 0.5M. | **Site address:** 3 Garden End Melbourn Cambridgeshire | (Deadline to comment: 4 July 2025) *No objection from email.*
No objection.

- b) [25/0565/TTPO](#) | **Proposal:** T1 - Horse Chestnut - Reduce lateral overhang into no.3 garden only by 1.5M to reduce debris falling into the garden on the new patio. | **Site address:** 4 Garden End Melbourn Cambridgeshire | (Deadline to comment: 4 July 2025) *No objection from email.*
No objection.
- c) [25/0617/TTPO](#) | **Proposal:** T1 - Sycamore - Crown reduce the height of the tree by 2M and reduce the lateral spread by 2M to achieve an approx. 30% crown reduction whilst retaining a healthy framework of twig growth. Reason - The tree is casting a shadow over the front of the property causing light issues and debris issues. This will help with light and debris whilst retaining the tree to a more suitable shape and size. | **Site address:** 4 Back Lane Melbourn Cambridgeshire SG8 6DD (Tree owned by 17 The Lawns) | (Deadline to comment: 18 July 2025) *No objection from email.*
No objection.

PL026/2526 Planning Applications:

- a) INFORMATION ONLY [25/01576/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for replacement of existing wooden sheds for a new concrete shed. | **Site address:** 1 Mortlock Close Melbourn Cambridgeshire SG8 6DA |
Application noted.
- b) INFORMATION ONLY [25/02244/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for the enlargement of the existing dropped kerb. | **Site address:** 2 Norgetts Lane Melbourn Cambridgeshire |
Application noted.
- c) INFORMATION ONLY [23/02556/CONDB](#) | **Proposal:** Submission of details required by conditions 3 (hard and soft landscape works), 4 (biodiversity enhancement), 5 (lighting design strategy for biodiversity), 6 (cycle parking and on site storage of waste), 8 (carbon emissions) and 10 (verification report) of planning permission 23/02556/FUL | **Site address:** New Farm Royston Road Melbourn Cambridgeshire SG8 6DH |
Application noted.
- d) INFORMATION ONLY [24/03291/CONDB](#) | **Proposal:** Submission of details required by conditions 7 (surface water drainage scheme), 8 (surface water drainage system), 9 (biodiversity net gain plan), 11(c) (remediation method statement), 15 (hard and soft landscape works), 24 (energy statement), 26 (roof materials and ridge, eaves and hip), 27 (materials) and 29 (boundary treatments) of planning permission 24/03291/S73 | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |
Application noted.
- e) INFORMATION ONLY [24/04121/CONDA](#) | **Proposal:** Submission of details required by condition 4 (Roof Details) and 5 (Joinery Details) of listed building consent 24/04121/LBC | **Site address:** 29 The Moor Melbourn Cambridgeshire SG8 6ED |
Application noted.
- f) [25/01554/HFUL](#) | **Proposal:** Repositioning of a portion of the existing fence within the boundary of the property. | **Site address:** 24 Greengage Rise Melbourn Cambridgeshire SG8 6DS | (Deadline to comment: 11 July 2025)
It was RESOLVED to support no comment.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

PL027/2526 Land Transfer

- a) To receive completed Land Registry documentation for strategic green buffer at Hopkins Homes.
Documents received.
- b) To consider updated report on LAP and LEAP for transfer at Hopkins Homes.
Report received and accepted by committee. The report will be sent to Hopkins Homes along with request to add incidental parcels to the commuted sum calculations, and to ensure that no incidental parcels are 100m² or more and should be defined as LAP, under advice from s106 officer. **ACTION:** Office to gather quotes for maintenance of all areas to propose a suitable sum.

PL028/2526 Street Works

- a) To note ongoing concern and receive an update with regard to TTRO 25-1080 (Closures along New Road).

Update received. Traffic lights are to be installed on the A505 during the period of the TTRO in place as agreed by Cambridge Water, Highways and Street works.

Hopkins Homes representatives have met with residents over concerns raised due to work afront their properties. Contractors are confident they can work with residents to minimise impact of works.

PL029/2526 Correspondence

- a) Consider concern and consider actions to concern that works are taking place on land at Grinnel Hill / London Way.

Correspondence was noted. Office advised residents to contact Planning Compliance and follow up.

PL030/2526 To note the date of the next meeting as **Wednesday 13 August 2025** at 7.30pm.

The date of the next meeting was noted as Wednesday 13 August 2025.

Meeting closed 20:49