



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
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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.

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

- 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.

- a) [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.
- b) [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.
- c) [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.
- d) [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.
- e) [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.
- f) [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:

- a) [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



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

A meeting of the Planning Committee held on Monday 9 June 2025 at 20:00
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Hart (arrived 20:04), Kilmurray, Kyprianou

Absent:

In attendance: Abi Williams (Parish Clerk), two representatives from TTP Group, one representative from Staffs Water, eight members of the public.

PLANNING COMMITTEE: MINUTES

Meeting started 20:00

PL001/2526 To receive nominations and elect a Chair of the Planning Committee

Cllr Kilmurray was nominated. There were no other nominations.
It was **RESOLVED** to elect Cllr Kilmurray as Chair of the Planning Committee for the civic year 2025/2026.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

PL002/2526 To receive nominations and elect a Vice Chair of the Planning Committee

Cllr Wilson was nominated. There were no other nominations.
It was **RESOLVED** to elect Cllr Wilson as Vice Chair of the Planning Committee for the civic year 2025/2026.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

PL003/2526 To receive apologies for absence

None received.

PL004/2526 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

Cllr Hart declared an interest in item PL011/2526d). Dispensation was granted to remain for discussion but not to vote.

PL005/2526 To approve the minutes of the Planning Committee Meeting on 6 May 2025

It was **RESOLVED** to approve the minutes of the Planning Committee Meeting held on 6 May 2025 as an accurate record.
Proposed by Cllr Wilson, seconded Cllr Barnes. All in favour.

Cllr Hart joined the meeting 20:04

PL006/2526 To report back on the minutes of the Planning Committee Meetings on 6 May 2025

Nothing to report.

PL007/2526 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)

Chair altered the order of the meeting to address items that members of public and representatives were attending to discuss.

Item PL015/2526 was brought forward on the agenda.

PL015/2526 Street Works

- a) To note application 25-1080 New Road, Melbourn - Proposed Road Closure along with response from Office, response from South Staffs Water and to receive notice of closure.

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

Adam Farthing, a representative of Onsite (Staffs Water), attended to answer questions as required. He offered explanation of the schedule the works will take, the impact works will have on the residents etc. Information was shared that road closures would extend to Beechwood Avenue and Maple Way after works are completed on New Road. Hopkins Homes representatives were given the opportunity to present but were unable to attend. ACTION: Suggestion of traffic light control on the A505 to ease congestion for those having to use this diversion. Adam to follow up with Highways. *Additional information can be found in the supporting documents for this meeting.*

Adam Farthing and two members of the public left the meeting 20:10.

Item PL011/2526d) was brought forward on the agenda.

PL011/2526d) [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 | (Deadline to comment: 17 June 2025)

Application 25/01320/PRIOR had been granted permission before the Parish Council had the opportunity to comment. Dist. Cllr Hart and Melbourn Parish Council had been in contact with Greater Cambridge Planning to request an explanation of the situation. A comment was provided stating objections had been taken into account but had no bearing on the granting of permission for the application. Melbourn Parish Council were advised to proceed with consideration as if the decision had not been made.

Members of the public raised objections with the application stating and evidencing loss of sunlight, overshadowing and loss of privacy as well as detrimental effect on street scene – the proposed property is significantly greater in height than any other property in the area. The proposed property is adjacent to a conservation area and should be considered as such – precedent has recently been set with refusal of an application on Chapel Lane [24/03535/FUL](#) stating, amongst other things, height of proposed buildings.

It was RESOLVED to OBJECT to the PRIOR application on the grounds of:

- Proposal out of keeping with the area (adjacent to conservation area) and detrimental to the street scene
- Loss of sunlight to surrounding properties
- Loss of privacy to surrounding properties
- Overshadowing of surrounding properties

It was RESOLVED to raise a complaint to Greater Cambridge Planning by Melbourn Parish Council for the handling of this application.

It was RESOLVED to refer the application to the Planning Committee of Greater Cambridge Planning (*it was later advised that PRIOR applications cannot be referred to the Planning Committee for review*).

Proposed by Cllr Clark, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Clark, Kilmurray, Kyprianou

Against:

Abstain: Cllr Hart

Six members of the public left the meeting 20:55.

PL008/2526 To receive update from TTP Group on plans at TTP Campus. (James McCrone and James Seaman attending).

James McCrone and James Seaman attended to update on proposals for a further building on TTP Campus. Plans are on hold and being re-addressed to look at concerns from Planning, a further application will be made at a suitable time. Committee thanked attendees for updating.

James McCrone and James Seaman left the meeting 21:06.

PL007/2526 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)

Three contributors and eight members of the public were in attendance. The Chair altered the order of the meeting to accommodate participants. No further public participation.

Item PL008/2526 brought forward on agenda.

PL009/2526 Decision Notices: To receive any decision notices issued since the last meeting.

- a) [25/00580/ADV](#) | **Proposal:** Installation of 1 No. externally illuminated projecting/hanging sign, 2 No. externally illuminated Fascia signs, 2 No. non illuminated Fascia Signs, 4 No. externally illuminated replacement corex panels to existing V shaped post sign and 2 No. externally illuminated replacement corex panels to existing post sign. | **Site address:** 105 High Street Melbourn Cambridgeshire SG8 6AP | **MPC Comment:** Support no comment

Decision: Application permitted (9 May 2025)

The decision was noted.

- b) [25/01265/HFUL](#) | **Proposal:** Erection of a boundary fence, addition of electric operated drive gate, construction of 2 No. sheds and 1 No. summerhouse. | **Site address:** Hillside House Newmarket Road Melbourn Cambridgeshire SG8 7LZ |
MPC Comment: It was resolved to SUPPORT the application in principal of the erection of a boundary fence, electric operated gate, construction of 2 sheds and 1 summer house with comment. Concern raised about any removal of the hedging / foliage from the area as this would be detrimental to the property and a great loss of habitat. **Decision:** Granted permission (23 May 2025)
The decision was noted.
- c) [25/0375/TTCA](#) | **Proposal:** G1 - Sycamores (approx 12ms high and with average crown spread over drive of 2ms) - Crown raise to 5ms over drive and reduce remaining upper laterals over drive back by 2ms where necessary to ensure clear access for high sided delivery vehicles. T3 - Holly with Group 2: fell as close to ground level as possible. | **Site address:** 25 Station Road Melbourn Cambridgeshire SG8 6DX |
MPC Comment: No objection
Decision: No objection (20 May 2025)
The decision was noted.
- d) [25/0332/TTPO](#) | **Proposal:** Sycamore X 2 - Reduce the height up to 4m (Tall tree) , Reduce height up to 3m (Short tree) and lateral branches by 2.5m, branches back to suitable twig growth due to excessive shading in rear garden. Create a smaller canopy of healthy branches to retain a natural shape for their location. | **Site address:** 12 Pryors Orchard Melbourn Cambridgeshire SG8 6UT |
MPC Comment: No objection
Decision: Granted permission (20 May 2025)
The decision was noted.
- e) [25/0322/TTPO](#) | **Proposal:** T1 - Sycamore - Remove 2x lower branches to allow more light to the garden and to give adequate clearance from the house. T2 - Sycamore - Remove 3x lower branches to allow more light to the garden and to give adequate clearance from the house. T3 - Sycamore - Remove 2x lower branches to allow more light to the garden and to give adequate clearance from the house. | **Site address:** 1 The Lawns Melbourn Cambridgeshire SG8 6BA|
MPC Comment: No objection
Decision: Granted permission (20 May 2025)
The decision was noted.
- f) [25/01258/HFUL](#) | **Proposal:** Garage conversion to home office and store replacing garage door with bifold doors. | **Site address:** 18 Clover Way Melbourn Cambridgeshire SG8 6FX |
MPC Comment: Support no comment
Decision: Granted permission (28 May 2025)
The decision was noted.
- g) [25/01373/HFUL](#) | **Proposal:** Single storey rear extension and the creation of a window to existing side (South West) elevation. | **Site address:** 17 Carlton Rise Melbourn Cambridgeshire SG8 6BZ |
MPC Comment: Support no comment
Decision: Granted permission (30 May 2025)
The decision was noted.

PL010/2526 To note the following applications for tree work:

- a) [25/0428/TTCA](#) | **Proposal:** T1 - Picea Abies - Fell. | **Site address:** 33 High Street Melbourn Cambridgeshire | (Deadline to comment: 23 May 2025) *No objection from email.*
This application relates to a previously approved application [21/0658/TTCA](#)
No objection.

PL011/2526 Planning Applications:

- a) INFORMATION ONLY [25/01742/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for a single storey rear extension. | **Site address:** 72 High Street Melbourn Cambridgeshire |
Application noted.

- b) INFORMATION ONLY [24/02082/NMA1](#) | **Proposal:** Non material amendment on application 24/02082/FUL for new patio door to replace approved window, inclusion of solar panels, bin/bike store and air source heat pump. | **Site address:** Hillside Farm Newmarket Road Melbourn Cambridgeshire SG8 7LZ |
Application noted.

- c) [25/01734/FUL](#) | **Proposal:** Erection of 1 No. dwelling and associated detached cartlodge/garage to the rear with vehicular access from Cambridge Road. | **Site address:** Land Adjacent To Blakeney's Cambridge Road Melbourn | (Deadline to comment: 10 June 2025)

It was resolved to support this application with the comments as below:

- The splay seems large for a single dwelling - could it be recommended that this is reduced to reflect the needs of a single dwelling.
- There are trees highlighted as needing to be removed on the verge along Cambridge Road - these were planted by the Parish Council - could we request that there is a condition added to ensure that trees are planted to replace any that are removed. If the current trees due for removal could be relocated that would be good.

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

- d) [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 | (Deadline to comment: 17 June 2025)

Item PL011/2526d) brought forward on the agenda.

- e) [25/01314/HFUL](#) | **Proposal:** Installation of air source heat pump | **Site address:** 13 Piggott Close Melbourn Cambridgeshire | (Deadline to comment: 10 June 2025)

It was RESOLVED to support no comment.

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

- f) [25/02059/HFUL](#) | **Proposal:** Part single storey, part two storey side extension and front porch extension | **Site address:** 16 Orchard Road Melbourn Cambridgeshire | (Deadline to comment: 19 June 2025)

It was RESOLVED to support no comment.

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

- g) [25/002119/HFUL](#) | **Proposal:** Single storey side extension, part two storey and part single storey rear extension. Roof extension with front dormer windows and skylights to front and rear elevations and associated works | **Site address:** 12 Daffodil Close Melbourn Cambridgeshire SG8 6FZ | (Deadline to comment: 24 June 2025)

It was RESOLVED to support no comment.

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

PL012/2526 Notification of Planning Appeal

- a) To receive notification of planning appeal for application [24/04289/HFUL](#)
MPC Comment December 2024: 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.
- (Deadline to withdraw any representations previously made 20 June 2025)
Planning appeal was noted.

PL013/2526 Compliance

- a) To receive an update on compliance case EN/00392/24 (PL036/24a).
Update was noted.

PL014/2526 Land Transfer

- a) To consider recommendation of paying the interim invoice 262533, at a cost of £960.00 for the professional charges from HCR Hewitsons for the works associated with land transfer at Greengage Rise.
It was RESOLVED to recommend to Full Council to pay invoice 262533 at a cost of £960.00 for the professional charges associated with the land transfer at Greengage Rise.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

PL015/2526 Street Works

- a) To note application 25-1080 New Road, Melbourn - Proposed Road Closure along with response from Office, response from South Staffs Water and to receive notice of closure.

Item PL015/2526a) brought forward on the agenda.

PL016/2526 Correspondence

- a) To receive notice of North Herts Council invitation to consultation of the review of their Local Plan.

Correspondence was noted.

- b) To receive Greater Cambridge Supplementary Planning Documents – notification of adoption and revocation.

Correspondence was noted.

PL017/2526 To note the date of the next meeting as **Wednesday 9 July 2025** at 7.30pm (noting day change).

The date of the next meeting was noted as Wednesday 9 July 2025.

Meeting closed 21:38

Your reference:

Our reference:

Direct email:

hcrhewitsons

27 June 2025

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

Lancaster House
Nunn Mills Road
Northampton
NN1 5GE
Telephone: 01604 233 233
Fax: 01604 627 941
Direct Line:
**REAL ESTATE COMMERCIAL
PROP**

Dear Abi

Re. Transfer: strategic green buffer New Road Melbourn

Further to my earlier email correspondence of today I enclose, for your safekeeping, the following:

1. Completion of registration.
2. Title Register CB487129. You will note from entry B1 that Melbourn Parish Council is the registered proprietor of the land.
3. Title Plan CB487129. The extent of the land within the Parish Council's ownership is shown edged red.
4. Transfer dated 10 May 2024 made between Hopkins Homes Limited (1) Melbourn Parish Council (2) signed by Hopkins Homes Limited.
5. Transfer dated 10 May 2024 between Hopkins Homes Limited (1) Melbourn Parish Council (2) signed by the Parish Council.
6. Copy Deeds of Covenant dated 10 May 2024 made between Melbourn Parish Council (1) The Master (or Keeper) and fellows of Peterhouse in the University of Cambridge.
7. Various filed documents.

This now concludes the transaction and I will take steps to close my file.

Yours sincerely

**For and on behalf of
HCR HEWITSONS**

Birmingham

T: 0121 454 0739 | F: 0121 455 7211

Cambridge

T: 01223 461155 | F: 01223 316 511

Cardiff

T: 02922 749 200 | F: 02922 749 201

Central England

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Cheltenham

T: 01242 224 422 | F: 01242 518 428

Hereford

T: 01432 349 670 | F: 01432 349 660

London - International HQ

T: 020 7489 6320 | F: 020 7681 1261

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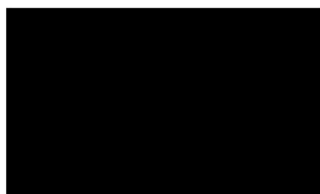
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500**
LAW FIRM RANKING

**CHAMBERS
AND PARTNERS**



HCR LEGAL LLP
5 DEANSWAY
WORCESTER
WR1 2JG

Date
05 June 2025



HM Land Registry
Peterborough Office
PO Box 7803
Bilston
WV1 9QN

DX 427301
Bilston 3

Tel 0300 006 0007

www.gov.uk/land-registry

Completion of registration

Title number	CB487129
Property	Land On The North-East Side Of New Road, Melbourn, Royston
Registered proprietor	Melbourn Parish Council

Your application lodged on 17 May 2024 has been completed. An official copy of the register is enclosed. An official copy of the title plan will be issued separately in paper format.

The official copy shows the entries in the individual register of title as at the date and time stated on it. You do not need to reply unless you think a mistake has been made in completing your application.

An owner's property is probably their most valuable asset so it's important to protect it from the risk of fraud. Please read our property fraud advice at www.gov.uk/protect-land-property-from-fraud

Important information about the address for service

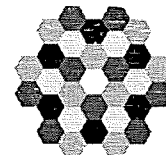
If we need to write to an owner, a mortgage lender or other party who has an interest noted in the register, we will write to them at their address shown in the register. We will also use this address if we need to issue any formal notice to an owner or other party as a result of an application being made. Notices are often sent as a safeguard against fraud so it is important that this address is correct and up-to-date. If it is not, the property owner or other party may not receive our letter or notice and could suffer a loss as a result.

Up to three addresses for service can be entered in the register. At least one of these must be a postal address, but this does not have to be in the United Kingdom; the other two may be a DX address, a UK or overseas postal address or an email address.

Please let us know at once of any changes to an address for service.

For information on how a property owner can apply to change their contact details or add an address, please see www.gov.uk/government/publications/updating-registered-owners-contact-address on GOV.UK (or search for "COG1") or contact HM Land Registry Customer Support (0300 006 0411) (0300 006 0422 for Welsh speakers service) from Monday to Friday between 8am and 5pm.

If you require this correspondence in an alternative format, please let us know.



Official copy of register of title

Title number CB487129

Edition date 17.05.2024

- This official copy shows the entries in the register of title on 25 June 2025 at 12:01:42.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 25 June 2025.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- For information about the register of title, see www.gov.uk/land-registry.
- This title is dealt with by HM Land Registry Durham Office.

A: Property register

This register describes the land and estate comprised in the title.

CAMBRIDGESHIRE : SOUTH CAMBRIDGESHIRE

- 1 The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Land on the north-east side of New Road, Melbourn, Royston.

NOTE: The 1.5m strip of land between the points lettered A, B and C on the title plan are not included in the title.

- 2 The Transfer dated 11 August 2017 referred to in the Charges Register contains provisions as to light or air and other matters
- 3 The land has the benefit of any legal easements granted by the Transfer dated 10 August 2018 referred to in the Charges Register but is subject to any rights that are reserved by the said deed and affect the registered land.
- 4 The Transfer dated 10 August 2018 referred to above contains a provision as to light or air.
- 5 The land has the benefit of any legal easements reserved by the Transfer dated 26 September 2018 referred to in the Charges Register.
- 6 (19.06.2019) The land has the benefit of any legal easements reserved by the Transfer dated 23 May 2019 referred to in the Charges Register but is subject to any rights that are granted by the said deed and affect the registered land.
- 7 (17.05.2024) The land has the benefit of any legal easements granted by the Transfer dated 10 May 2024 referred to in the Charges Register but is subject to any rights that are reserved by the said deed and affect the registered land.



A: Property register continued

- 8 (17.05.2024) The Transfer dated 25 May 2024 referred to above contains provisions as to light or air.

B: Proprietorship register

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

Title absolute

- 1 (17.05.2024) PROPRIETOR: MELBOURN PARISH COUNCIL of 30 High Street, Melbourn, Royston SG8 6DZ.
- 2 (17.05.2024) The price stated to have been paid on 10 May 2024 was £1.
- 3 (17.05.2024) RESTRICTION: No disposition of the registered estate by the proprietor of the registered estate or by 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 10 May 2024 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 that they do not apply to the disposition.

C: Charges register

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

- 1 The land is subject to the rights granted by a Transfer of the land tinted pink on the title plan dated 24 May 2006 made between (1) The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge and (2) Foildale Limited.

NOTE: -Copy filed under CB308746.

- 2 A Transfer of the land on the south side of this title dated 11 August 2017 made between (1) The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge and (2) Hopkins Homes Limited contains restrictive covenants.

NOTE: Copy filed under CB426864.

- 3 The land is subject to the rights reserved by the Transfer dated 11 August 2017 referred to above.
- 4 Option to acquire the land edged blue on the title plan in favour of The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge contained in a Transfer of the land on the south side of this title dated 11 August 2017 made between (1) The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge and (2) Hopkins Homes Limited.

NOTE: Copy transfer filed.

- 5 A Transfer of the land in this title and other land dated 10 August 2018 made between (1) The Master (Or Keeper) And Fellows Of Peterhouse In The University Of Cambridge and (2) Hopkins Homes Limited contains restrictive covenants.

NOTE: Copy filed under CB435595.

C: Charges register continued

- 6 The land is subject to any rights that are granted by a Transfer of an electricity substation dated 26 September 2018 made between (1) Hopkins Homes Limited and (2) The Electricity Network Company Limited and affect the registered land.
The said Deed also contains restrictive covenants by the transferor.

NOTE: Copy filed under CB437065.

- 7 (19.06.2019) A Transfer of the land tinted brown on the title plan dated 23 May 2019 made between (1) Hopkins Homes Limited and (2) Medicx Health (Ten) Limited contains restrictive covenants by the Transferor.

NOTE: Copy filed under CB443818.

- 8 (17.05.2024) A Transfer of the land in this title dated 10 May 2024 made between (1) Hopkins Homes Limited and (2) Melbourn Parish Council contains restrictive covenants.

NOTE: Copy filed.

End of register





Hopkins – Land Review

Update June 2025



1.

Full map see Appendix A



Report

March 2025

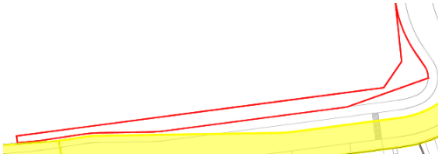
1. Grass quality low – suggest reseeding, weeding as required.
2. Shrubs – to be reviewed when in leaf.
3. Tree x 6 – to be reviewed when in leaf.
4. Confirmation needed of land to be tended – looks as if it is currently tended by homeowners.

June 2025

1. Wildflower area – treat as SGB.
2. Shrubs reviewed as suitable.
3. 1 tree to be replaced.
4. Confirmation of areas to be tended – to shrub line aside and in front of properties.

Hopkins – Land Review

Update June 2025

2.  Full map see Appendix A



Report

March 2025

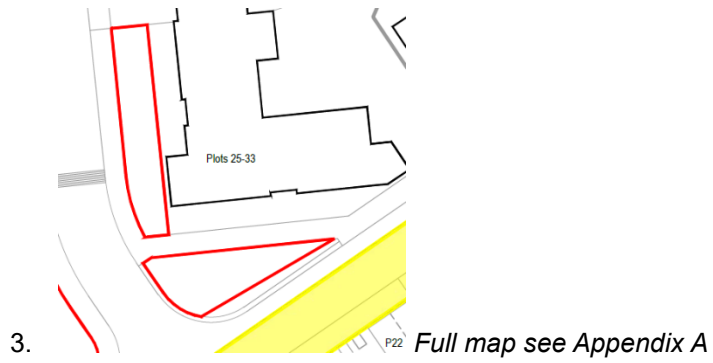
1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge – to be reviewed when in leaf.
3. Tree – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Hedge reviewed as suitable.
3. Tree reviewed as acceptable.

Hopkins – Land Review

Update June 2025



Report

March 2025

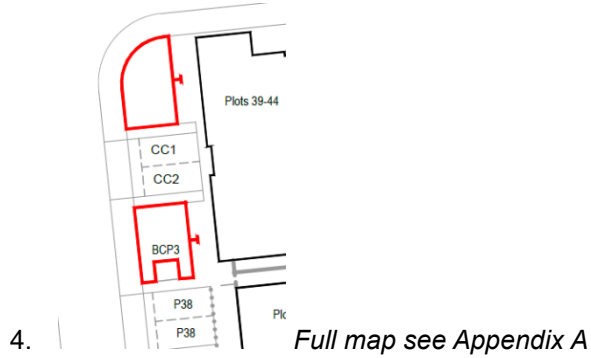
1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge – assume hedging is not part of transfer – confirmation required.
3. Tree x 4 – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Hedge – confirmation of transfer from plans required.
3. Tree reviewed as acceptable.

Hopkins – Land Review

Update June 2025



Report

March 2025

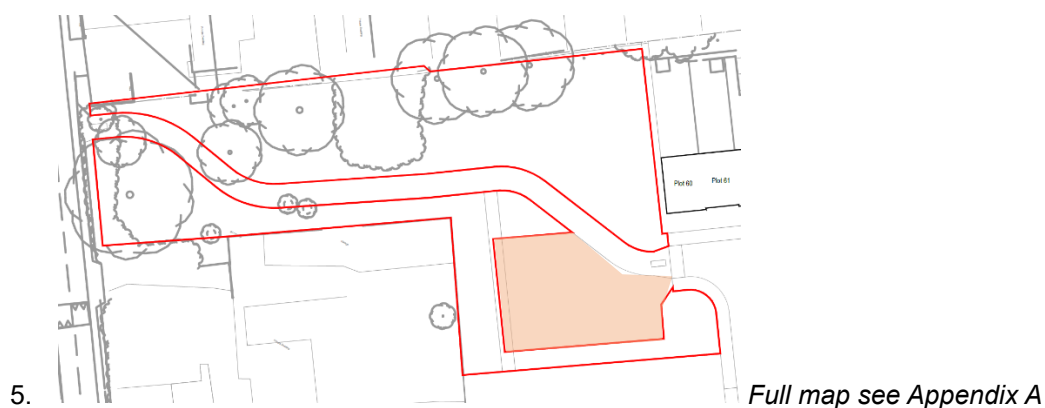
1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge – assume hedging is not part of transfer.
3. Raised ironworks within hedge border.
4. Tree x 2 – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Hedge – confirmation of transfer from plans required.
3. Raised ironworks not to be changed – not considered an issue.
4. Tree reviewed as acceptable.

Hopkins – Land Review

Update June 2025



Report

March 2025

1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge / shrubbery – to be reviewed when in leaf.
3. Trees – to be reviewed by arborist.
4. Raised ironwork within mowing area – to be lowered to allow for safe mowing.
5. Fenceline overgrown and weedy – to be tidied.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Hedge reviewed as suitable.
3. Tree report received – concern over ivy cutting at base. To be confirmed. 2 trees to be replaced (dead).
4. Raised ironwork not considered an issue.
5. Fenceline to be tidied as agreed.

Note: contains area under highways control – shown above in orange. .

Hopkins – Land Review

Update June 2025



Report

March 2025

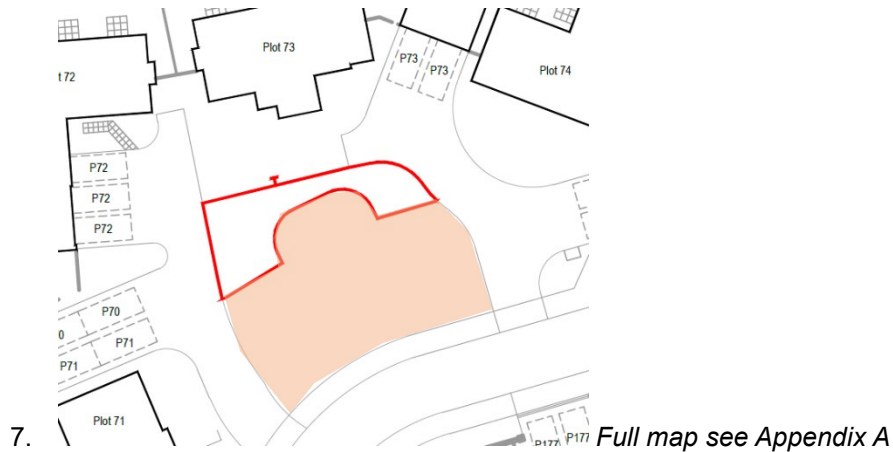
1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge – confirmation needed as to what parts of vegetation are included – plan looks like not strip that runs in front of property but does include strip to side of property.
3. Confirmation that strip of land opposite on plan is not included.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Hedge maintained by homeowner.
3. Confirmed strip opposite maintained by homeowner.

Hopkins – Land Review

Update June 2025



Report

March 2025

1. Grass quality low – suggest reseeding, weeding as required.
2. Restricted cuts during bulb flowering season.
3. Tree x 3 – to be reviewed when in leaf.
4. Shape of land highlighted on plan not reflective of area – confirmation required.

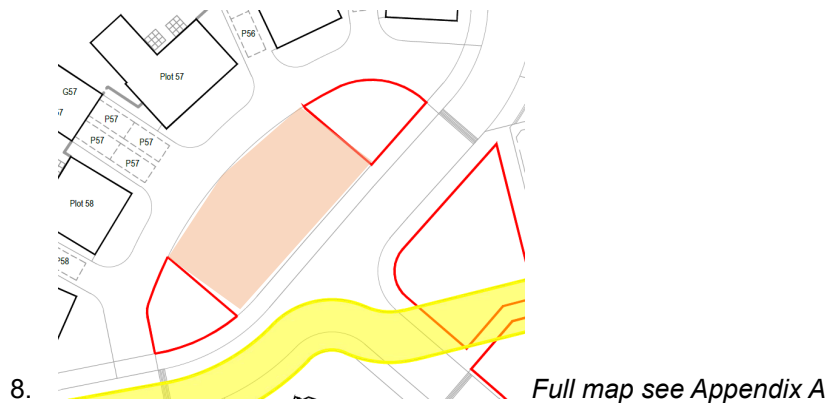
June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Bulbs noted.
3. 2 trees in transfer – to be confirmed.
4. Area contains highways land.

Note: contains area under highways control – shown above in orange.

Hopkins – Land Review

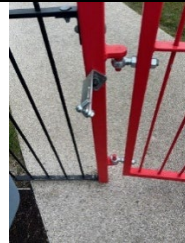
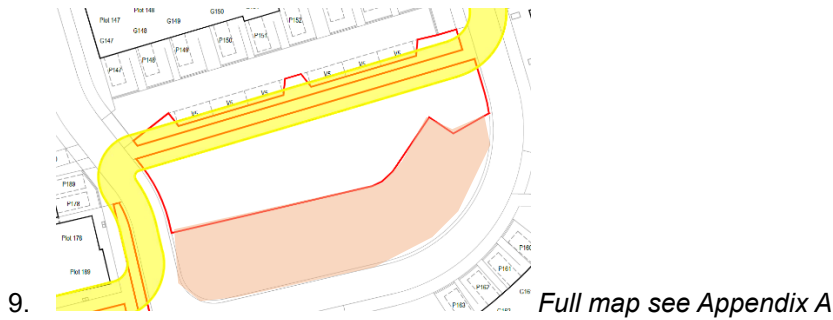
Update June 2025



	
Report	
March 2025	June 2025
1. Grass quality low – suggest reseeding, weeding as required. 2. Shrubs – 2 areas of shrubs at either end of green area seem to be the only parts included in the transfer – confirmation of area needed. 3. Shape of land highlighted on plan not reflective of area – confirmation required. 4. Tree x 6 – to be reviewed when in leaf.	1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering). 2. Shrubs reviewed as acceptable. 3. 'Missing' area confirmed as highways. 4. Trees reviewed as acceptable. <i>Note: contains area under highways contro l – shown above in orange.</i>

Hopkins – Land Review

Update June 2025



Report

March 2025

1. Grass quality low – suggest reseeding, weeding as required.
2. Raised iron works in mowing area.
3. LEAP - Confirmation of up-to-date RoSPA inspections required.
4. LEAP - Confirmation of warranty on play equipment required.
5. LEAP – fix swing (noted this has been booked by Hopkins).
6. LEAP - Fix to gate in play area required.
7. Hedge/shrubbery between path and parking area in need of attention.

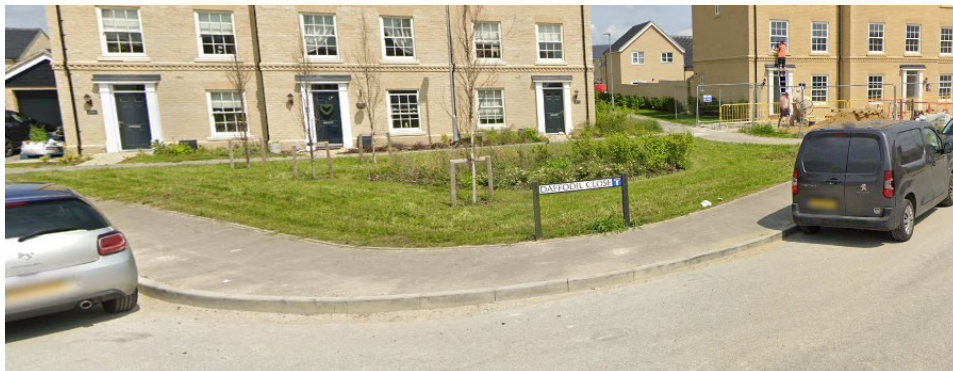
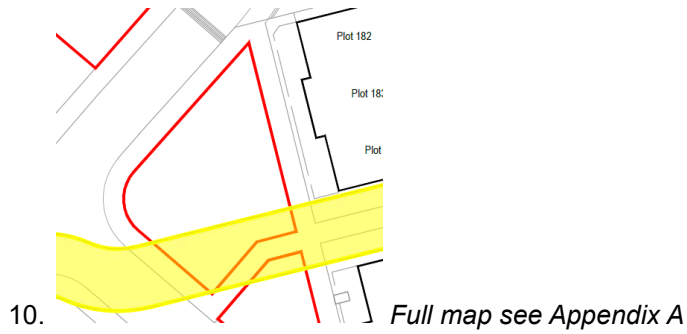
June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Raised ironworks considered acceptable.
3. ROSPA received – due April 2026
4. Warranty of play equipment required.
5. Swing fixed.
6. Gate fixed.
7. Shrubs reviewed as acceptable.

Note: contains area under highways control – shown above in orange.

Hopkins – Land Review

Update June 2025



Report

March 2025

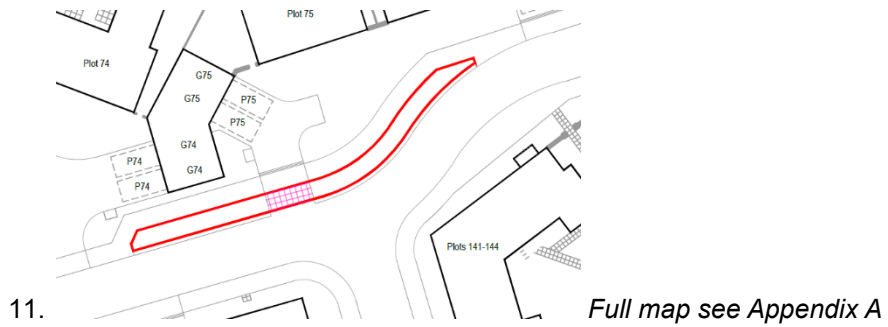
1. Grass quality low – suggest reseeding, weeding as required.
2. Shrubs – to be reviewed when in leaf.
3. Tree x 6? – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Shrubs reviewed as acceptable.
3. Trees reviewed as acceptable.

Hopkins – Land Review

Update June 22025



Report

March 2025

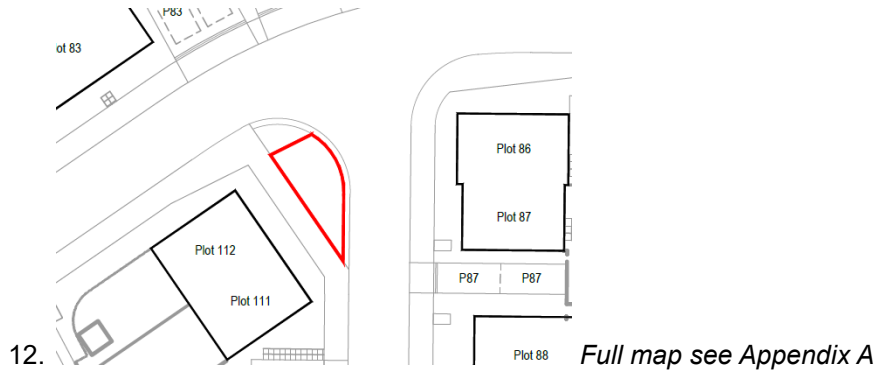
1. Grass quality low – suggest reseeding, weeding as required.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

Hopkins – Land Review

Update June 2025



Report

March 2025

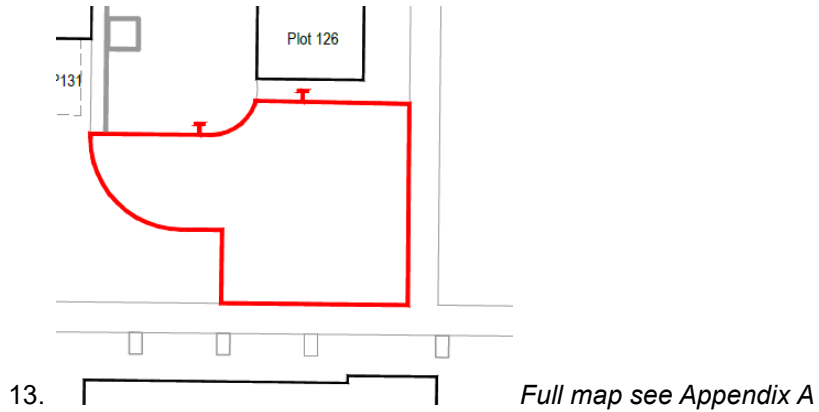
- Grass quality low – suggest reseeding, weeding as required.
- Tree x 1 – may need replacing as seems to be dead – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Tree to be replaced (dead).

Hopkins – Land Review

Update June 2025



Report

March 2025

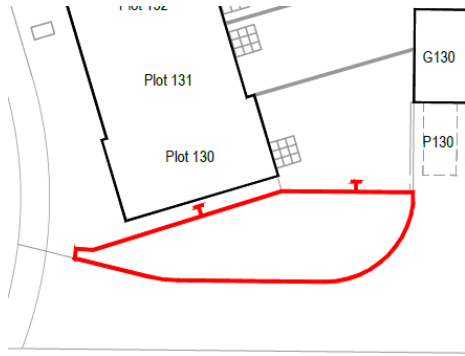
1. Grass quality low – suggest reseeding, weeding as required.
2. Tree x 3 – to be reviewed when in leaf.
3. Are shrubs planted along fence line of properties included – confirmation required.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Trees reviewed as acceptable.
3. Confirmed shrubs along fence line as homeowners.

Hopkins – Land Review

Update June 2025



14.  Full map see Appendix A



Report

March 2025

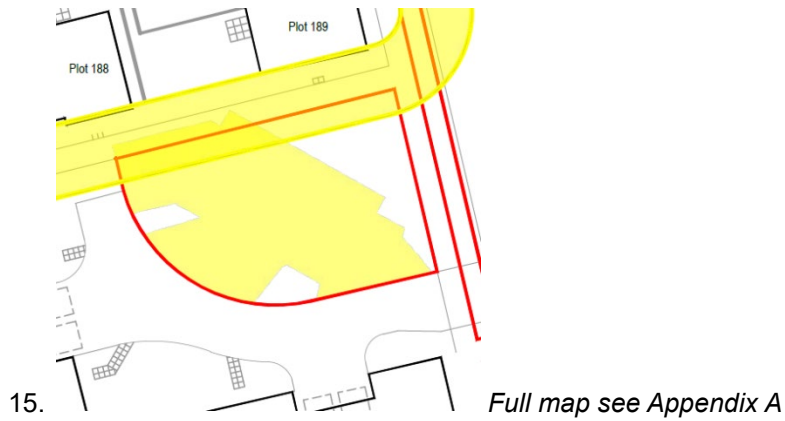
1. Grass quality low – suggest reseeding, weeding as required.
2. Tree x 1 – to be reviewed when in leaf.
3. Are shrubs planted along fence line of properties included – confirmation required.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Tree reviewed as acceptable.
3. Confirmed shrubs along fence line as homeowners.

Hopkins – Land Review

Update June 2025



Report

March 2025

1. Grass quality low – suggest reseeding, weeding as required.
2. Shrubs – to be reviewed when in leaf.
3. Tree x 3 – to be reviewed when in leaf.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Shrubs reviewed as acceptable.
3. 1 tree to be replaced (dead).

Hopkins – Land Review

Update June 2025



Report

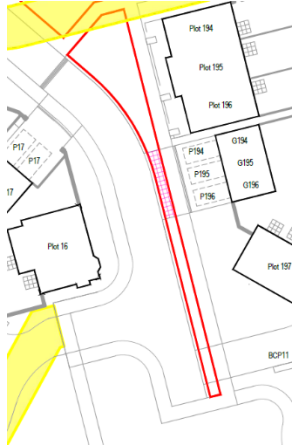
March 2025

1. Grass quality low – suggest reseeding, weeding as required.
2. Hedge – assume hedging is not part of transfer – confirmation required.

June 2025

1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
2. Confirmed hedge to belong to homeowners.

Update June 2025



17.

Full map see Appendix A



Report

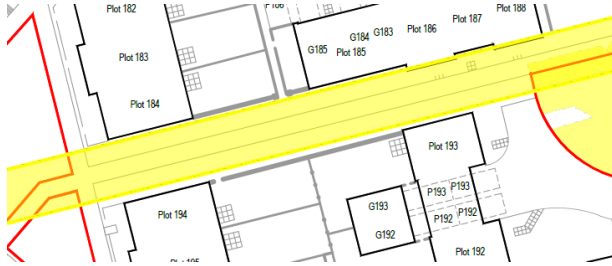
March 2025	June 2025
1. Grass quality low – suggest reseeding, weeding as required. 2. Damage to bollard – to be replaced.	1. EH1 grass seed confirmed – cut as required (leave end June to end July for flowering). 2. 2 bollards to be replaced due to damage. 3. 1 tree to be replaced (dead).

Hopkins – Land Review

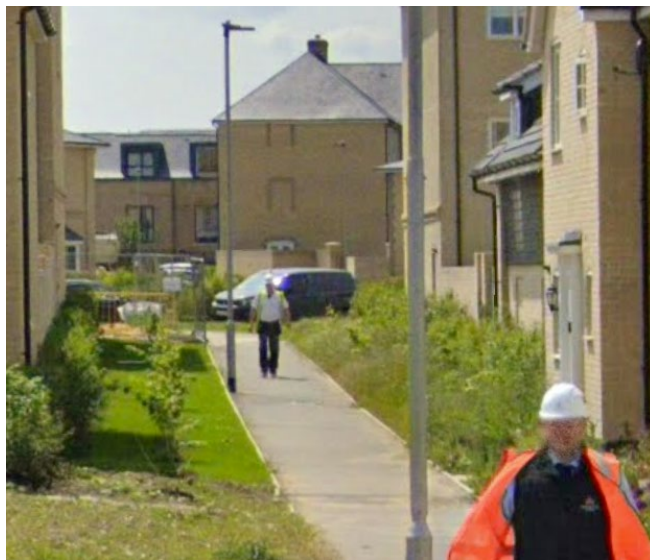
Update June 2025

Additional comments

- Confirmation of walkway area between Poppy Crescent and Lavendar Lane – are these two strips of land maintained by homeowners as they do not appear on the plans for handover.
- June 25 – confirmed responsibility of highways / homeowner (street lights included).



Full map see Appendix A



- Grass quality is poor throughout the estate – this would need addressing before handover.
 - June 25 - Addressed as EH1 grass seed throughout – cut as required (leave end June to end July for flowering).
- Review of trees and shrubs will have to be undertaken when they are in leaf.
 - June 25 – trees in need of replacement noted (to be completed in winter 25).
- June 25 – confirmation needed that ONLY LAP and LEAP are included in consideration when looking at maintenance fees.

During site visit with Hopkins Homes in June 2025 it was stated by Hopkins Homes that the commuted sum was only being negotiated for the LAP and LEAP areas as shown on page one of the attached map.

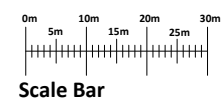
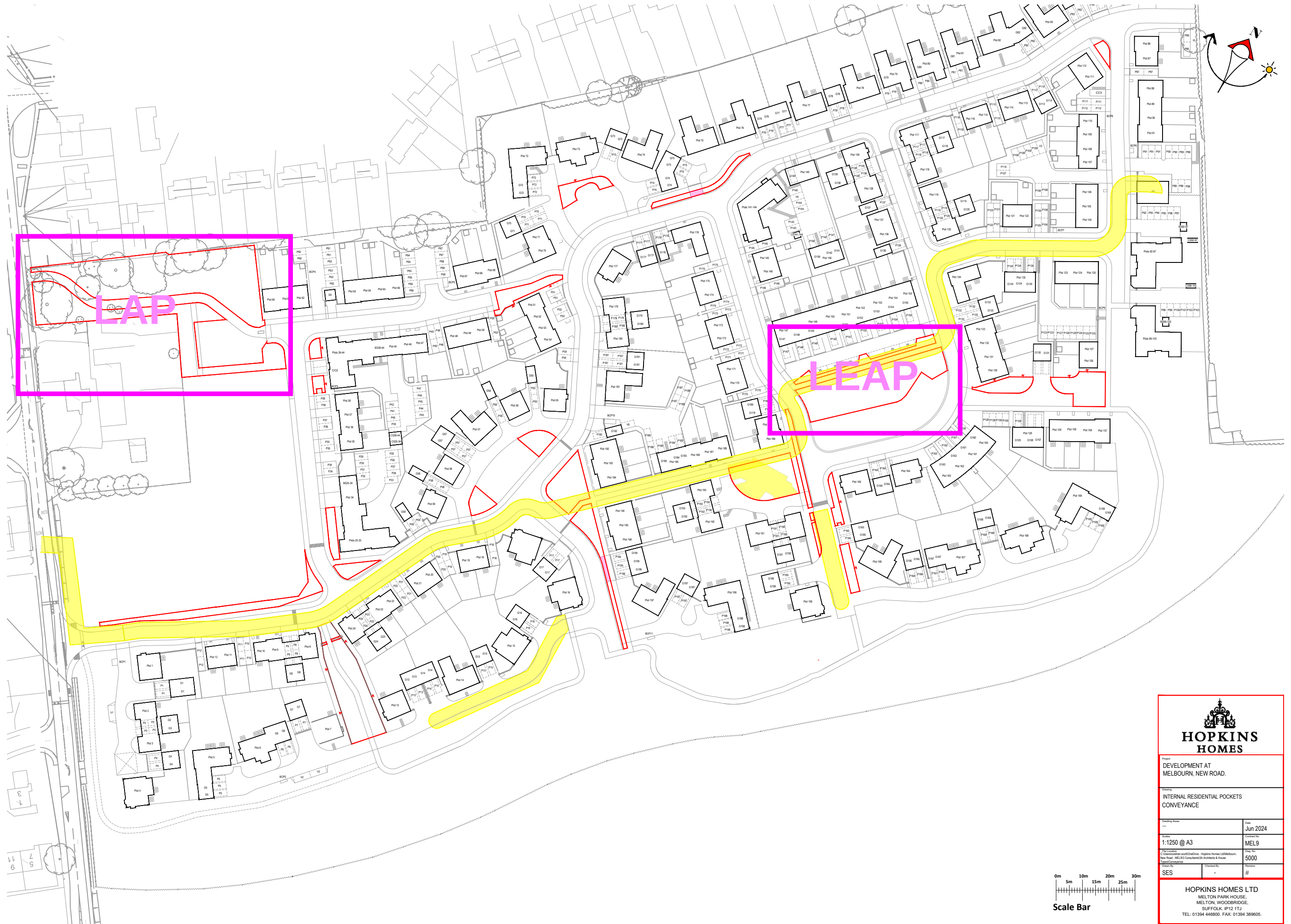
Council did not agree that this was the case and have enquired with Greater Cambridge Planning s106 officer as to the details of the agreement.

Information received has confirmed that:

- Technically Hopkins are correct in their statement.
- Melbourn Parish Council are entitled to communicate to Hopkins that they are prepared to adopt these areas for a sum of £tbd but will not adopt them without a commuted sum.
- The decision will then be with Hopkins as to whether they wish to maintain these areas of negotiate a commuted sum.

It should be noted that if any of the incidental areas, shown on page two of the attached map, are over 100m² then they should be classed as LAP and therefore legitimately part of the commuted sum within the terms of agreement.

Council should consider next actions and the timing of the involvement of our real estate legal advisor.



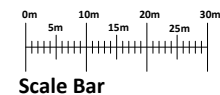
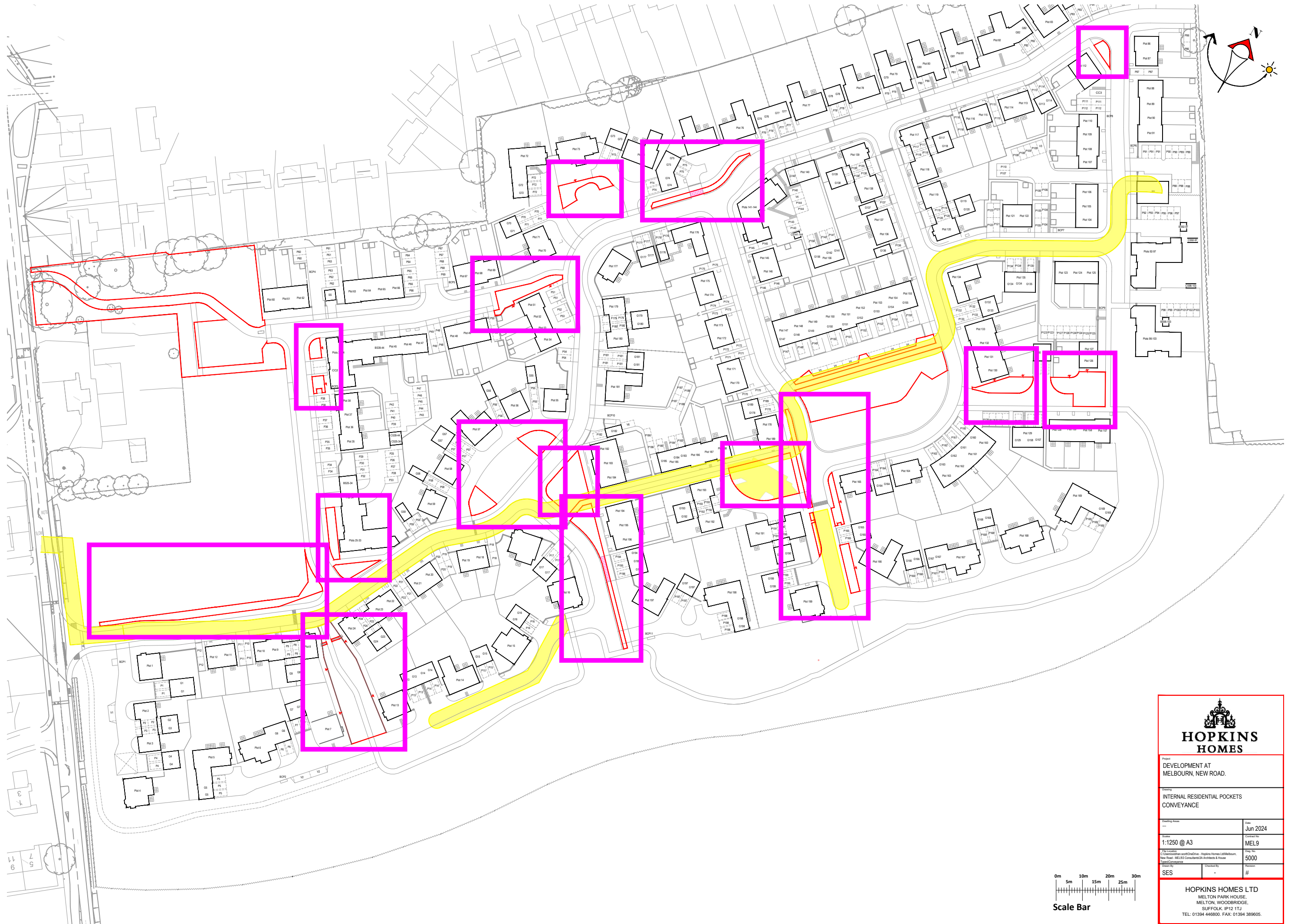

**HOPKINS
HOMES**

Project
DEVELOPMENT AT
MELBOURN, NEW ROAD.

Property
INTERNAL RESIDENTIAL POCKETS
CONVEYANCE

Plotting Area	Date
1:1250 @ A3	Jun 2024
Contract No.	MEL9
Drawn By SES	Check No. 5000
Checked By -	Reason #

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




**HOPKINS
HOMES**

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

Survey
**INTERNAL RESIDENTIAL POCKETS
CONVEYANCE**

Plotting Area	Date
1:1250 @ A3	Jun 2024
Contract No.	MEL9
Drawn By	5000
Checked By	#

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

In response to concern from residents voiced via email and at the Planning Committee meeting held 9 June 2025 Melbourn Parish Council (MPC), District and County Cllrs approached Street Works and Highways with concerns over the unsafe decision not to include traffic lights on the A505 during the New Road closures for the period 24 July – 31 August 2025 on TTRO 25-1080.

Friday 4 July

Meeting took place between representatives from Cambridgeshire County Highways, Cambridgeshire County Street Works, Cambridge Water, MPC and Cllrs Hart and Hales.

Concerns were shared and it was agreed that 2-way lights manned would be added to the A505 junction to allow safer egress for those using the diversion for the duration of the works.

Thank you to the District and County Cllrs for supporting residents in this concern and

In response to concerns raised by residents of New Road in reference to the works to be completed by Hopkins Homes to widen the path and install a cycleway MPC requested a meeting with Hopkins Homes and their representatives.

Tuesday 1 July

Onsite meeting with residents and representative from Tamdown (contractor completing works) – Tamdown explained the procedure and allayed fears over access to properties and explained the process for gaining access to and from properties. Contractor confirmed that works to the raised roadway at the entrance of Hopkins has not yet been approved. Residents attending were happy with the response and will work with contractors as required.

Monday 7 July

Online call attended with representatives from MPC, Untypical (Hopkins marketing agency), Hopkins Homes and Tamdown (works contractors).

- Confirmation that residents that had been spoken to were happy with the arrangements for access during the works by Hopkins.
- Tamdown to work with refuse collection to arrange for access to the households in closed area.
- Highlighted concerns over not yet receiving TTRO applications for works to Hopkins Homes entrance – application has been made but not yet processed or passed to MPC or public for comment.
- Requested more information is provided to residents for future works.
- MPC await information around further TTROs to bring for consideration to Planning.

From: [REDACTED]
To: Abi.Williams; planning@greatercambridgeplanning.org
Subject: Urgent - Planning 22/03591/FUL - Dog Field
Date: 25 June 2025 10:29:34

Dear Melbourn Parish Council and Greater Cambridge Planning,

I am writing to express my concerns and seek clarification regarding planning application **22/03591/FUL – Change of use from agricultural land to a secure dog walking/exercising/training area, including the erection of secure boundary fencing, gates, and a mobile field shelter on timber skids.**

It has come to my attention that work has recently started on a field located off Grinnel Hill / London Way (postcode SG8 6DJ). While this area appears to be included in the original application drawings submitted in 2022, the address listed on the application is SG8 6DL, which is a different location.

I would like to understand how planning permission can cover what appear to be two distinct sites under one application, particularly when they are listed under different postcodes. As a resident, I find this confusing, and I am unsure how this complies with the standard planning application process.

Additionally, I would like to raise a concern about access to this new field. The original dog field, as I understand, is accessed via a main road (New Road) and a private drive owned by the applicant. However, access to this new field is via a single-track route and a public byway that has no passing points, which could create safety and congestion issues.

I would appreciate it if you could clarify:

Whether the works being carried out at SG8 6DJ are covered under the current planning permission.

Whether a separate application is required for the second site.

If access considerations have been fully assessed for the new field location.

I have other concerns I wish to raise but will wait for a response to the above before I raise these.

Thank you for your attention to this matter. I look forward to your response and clarification.