



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

Present: Cllrs Alexander, Barnes, Clark, Kilmurray, Kyprianou and Redelinghuys

Absent:

In attendance: Abi Williams (Parish Clerk)

PLANNING COMMITTEE: MINUTES

Meeting started 19:30

PL056/2526 To receive apologies for absence

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

PL057/2526 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.

PL058/2526 To approve the minutes of the Planning Committee Meeting on 10 September 2025

It was RESOLVED to approve the minutes of the Planning Committee Meeting held on 10 September 2025 as an accurate record.

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

After the meeting the Clerk noticed a correction was required. This will be noted at the next meeting.

PL059/2526 To report back on the minutes of the Planning Committee Meetings on 10 September 2025

Nothing to report.

PL060/2526 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)

No members of the public present.

PL061/2526 Decision Notices: To receive any decision notices issued since the last meeting.

- a) [25/02834/HFUL](#) | **Proposal:** Single storey side extension to existing single storey detached garage to form semi enclosed Car Port. | **Site address:** 5 Trayles Melbourn Cambridgeshire SG8 6PH |
MPC Comment: Support no comment
Decision: Application permitted (8 September 2025)
The decision was noted.
- b) [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 |
Decision: Discharge Agreement Compliance (22 September 2025)
The decision was noted.
- c) [25/00812/FUL](#) | **Proposal:** Flat roof extension and raised deck with covered pergola to rear garden. |
Site address: 105 High Street Melbourn Cambridgeshire SG8 6AP |
MPC Comment: Support no comment
Decision: Application permitted (23 September 2025)

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

The decision was noted.

- d) [25/0844/TTCA](#) | **Proposal:** T4 - Beech approx 8ms in height - Reduce back to previous pruning points, equating to a reduction of 1.5ms regrowth, to leave shaped and balanced. | **Site address:** 2-4 Little Lane Melbourn Cambridgeshire SG8 6BU | *MPC Comment: No objection*
Decision: No objection (22 September 2025)

The decision was noted.

- e) [25/03101/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for demolition of existing side porch, single storey rear extension and outbuildings. Single storey rear extension, front porch, freestanding cycle and bin store to side, installation of front hard surface, new window and door to side elevation, new gated fence to side/front and rear patio. | **Site address:** 12 Rose Lane Melbourn Cambridgeshire SG8 6AD | *Further to previous correspondence relating to the above matter I write to inform you that the applicant has asked for the application to be withdrawn. Accordingly, we have stopped all work on processing the application and no decision will be made. There is no right of appeal against such a decision.*

The decision was noted. It was noted that PRIOR application 25/01320/PRIOR has not been withdrawn.

PL062/2526 To note the following applications for tree work:

- a) [25/0986/TTPO](#) | **Proposal:** T1: Old coppiced Sycamore 9m high - Recoppice to 0.2m stump. This is to keep the root system which helps keeping the bank stable whilst not allowing the coppiced trees growing to large. This will also clear branches from the buildings roof. T2: Old coppiced Sycamore 9m high - Recoppice to 0.2m stump. This is to keep the root system which helps keeping the bank stable whilst not allowing the coppiced trees growing to large. This will also clear branches from the buildings roof. T3: Fallen Ash tree - Dismantle to ground as it fallen onto building. G1: Mixed trees and shrubs - cut back from emergency exit route back by 1m from bank edge. This is to make a clear passageway for the emergency exit from the building as it is currently obscured by overgrown branches currenting a safety hazard. | **Site address:** East Of England Ambulance Service HART Base Building 2 Whiting Way Melbourn | (Deadline to comment: 15 October 2025) *No objection from email.*

No objection.

- b) [25/1027/TTCA](#) | **Proposal:** Ash - Reduce back the re-growth that has occurred since 2013 and bring the tree back to what was done then - that is the previous pollard point of around 3 meters from the ground. This re-growth is dead. | **Site address:** 69 High Street Melbourn Cambridgeshire SG8 6DZ | (Deadline to comment: 16 October 2025) *No objection from email.*

No objection.

- c) [25/1042/TTPO](#) | **Proposal:** T1 Maple - Fell to ground level. | **Site address:** Brantwych 5 New Road Melbourn Cambridgeshire | (Deadline to comment: 21 October 2025) *No objection from email.*

No objection.

- d) [25/1069/TTCA](#) | **Proposal:** T2 Beech - Remove the large limb extending over the side garden of No. 8, (at the fork of lower branch) Reduce the remaining adjacent lateral branch by up to 3m. | **Site address:** Brantwych 5 New Road Melbourn | (Deadline to comment: 21 October 2025) *No objection from email.*

No objection.

PL063/2526 Planning Applications:

- a) [25/03529/LBC](#) | **Proposal:** Replace horizontal oak beam beneath lime plaster supporting SW facing bedroom floor at first floor level between garden door and corner of house infested and rotted by death watch beetle. | **Site address:** 12 High Street Melbourn Cambridgeshire SG8 6EB | (Deadline to comment: 10 October 2025 *extension granted*)

It was RESOLVED to support no comment.

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

- b) **INFORMATION ONLY** [24/02082/CONDA](#) | **Proposal:** Submission of details for conditions 3 (surface water and foul water), 4 (contamination), 5 (construction management plan), 6 (biodiversity enhancement), 7 (external materials), 10 (hard and soft landscape works), 11 (boundary treatments), 12 (cycle parking), 13 (energy statement) and 16 (lighting design strategy for biodiversity) of planning permission [24/02082/FUL](#) | **Site address:** Hillside Farm Newmarket Road Melbourn Cambridgeshire SG8 7LZ |

Application noted.

- c) **INFORMATION ONLY - AMENDMENT** [25/03202/FUL](#) | **Proposal:** Demolition of existing foyer and erection of a single storey front extension to create foyer/entrance. | **Site address:** Kingsway Golf Centre Cambridge Road Melbourn | (Deadline to comment: 9 October 2025)
Note: Previously resolved as support no comment (PL050/2526b) – amendment does not seem to change material consideration

Application noted.

- d) [25/03217/FUL](#) | **Proposal:** Change of use of part of the former poultry farm from agriculture to the keeping and training of a small number of dogs for security purposes (retrospective). | **Site address:** Bridgefoot Farm Barley Road Flint Cross Great And Little Chishill | (Deadline to comment: 14 October 2025)

It was noted that this is a retrospective application.

It was RESOLVED to object to this application on the grounds of:

* Noise disturbance – evidence of unacceptable noise disturbance from residents.

* Highways safety – property is still unofficially using the A505 entrance (that does not have planning permission) – this is not safe and has been raised as an issue previously.

It is also noted that the housing of dogs causing animal welfare concerns and should be raised with the relevant authorities.

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

- e) **INFORMATION ONLY - AMENDMENT** [24/01252/NMA1](#) | **Proposal:** Non material amendment on application 24/01252/FUL for change of wall material from brick and steel corrugated cladding to steel corrugated cladding only. | **Site address:** Recreation Ground The Moor Melbourn Cambridgeshire |
Note: Previously resolved as support no comment ([24/01252/FUL](#))

Application noted.

- f) **INFORMATION ONLY** [25/03651/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for demolition of existing conservatory and new proposed single storey rear extension with new window to the front elevation and 3no roof lights to side elevation. | **Site address:** 42 Hale Close Melbourn Cambridgeshire SG8 6ET |

Application noted.

- g) [25/03689/HFUL](#) | **Proposal:** Roof extension with raising the ridge height, dormer to rear and 3 dormers to the front elevation. Alterations to the floor layout, replacing anthracite windows, walls rendered white with a grey tiled roof. | **Site address:** 10 Chapel Lane Melbourn Cambridgeshire SG8 6BN | (Deadline to comment: 20 October 2025)

It was RESOLVED to support with comments:

* Appropriate parking of works vehicles and storage areas for materials should be identified to ensure Chapel Lane and Orchard Road are not adversely affected during works.

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

PL064/2526 To note the date of the next meeting as **Wednesday 12 November 2025** at 7.30pm.

The date of the next meeting was noted as Wednesday 12 November 2025.

Meeting closed 19:53



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

A meeting of the Planning Committee held on Wednesday 10 September 2025 at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Kilmurray, Kyprianou, Redelinghuys and Wilson

Absent:

In attendance: Abi Williams (Parish Clerk), two members of the public (MOP).

PLANNING COMMITTEE: MINUTES

Meeting started 19:30

PL043/2526 To receive apologies for absence

Apologies received from Cllrs Clark and Hart with acceptable reasons given.

It was **RESOLVED** to accept apologies of absence from Cllrs Alexander, Hart, Kyprianou and Wilson.

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

PL044/2526 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.

PL045/2526 To approve the minutes of the Planning Committee Meeting on 13 August 2025

It was **RESOLVED** to approve the minutes of the Planning Committee Meeting held on 13 August 2025 as an accurate record.

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

PL046/2526 To report back on the minutes of the Planning Committee Meetings on 13 August 2025

Nothing to report.

Two members of the public were present, attending in relation to item PL054/2526a). Chair altered agenda order to discuss item PL054/2526a).

PL054/2526 Correspondence

a) To note correspondence from resident about potential planning compliance issue.

Order of item altered by Chair.

MOP shared concern over the creation of a dog field at Grinnel Hill. No planning application or change of use certification has been submitted so the issue has not been reviewed by the Planning Committee.

Suitability of the single carriage byway with no passing places has been questioned. It was noted that the proposed entrance to the field is opposite a listed scheduled monument (Bowl Barrow, known as Grinnel Hill (1011719)).

It was decided to contact planning compliance questioning the works that have already taken place and raise concerns of the MOP and Committee.

Two MOPs left the meeting 19:41

PL047/2526 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)

MOPs left the meeting.

PL048/2526 Decision Notices: To receive any decision notices issued since the last meeting.

a) [25/01058/FUL](#) | **Proposal:** Conversion of existing Double Garage into Accommodation including Side Extension and additions to Fenstration. | **Site address:** 8 Water Lane Melbourn Cambridgeshire SG8 6AY | Application formally withdrawn.

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

The decision was noted.

- b) [25/02339/HFUL](#) | **Proposal:** Conservatory roof replacement and internal alterations. | **Site address:** 127A High Street Melbourn Cambridgeshire SG8 6AP |
MPC Comment: Support no comment.
Decision: Application permitted (18 August 2025)
The decision was noted.
- c) [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 |
MPC Comment: Support no comment.
Decision: Application permitted (19 August 2025)
The decision was noted.
- d) [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 |
MPC Comment: No objection
Decision: Application permitted (22 August 2025)
The decision was noted.
- e) [25/02748/HFUL](#) | **Proposal:** Single storey rear extension. | **Site address:** 38 Clover Way Melbourn Cambridgeshire SG8 6FX |
MPC Comment: Support no comment
Decision: Application permitted (26 August 2025)
The decision was noted.
- f) **APPEAL** [24/04289/HFUL](#) | **Proposal:** Two storey front and side, and single storey rear extensions with associated landscaping and drainage. New cladding to exterior and installation of PV solar panels. | **Site address:** 36 Medcalfe Way Melbourn Cambridgeshire SG8 6HU |
MPC Comment: 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.*
Decision: Appeal allowed (27 August 2025)
The decision was noted.

PL049/2526 To note the following applications for tree work:

- a) [25/0844/TTCA](#) | **Proposal:** T4 - Beech approx 8ms in height - Reduce back to previous pruning points, equating to a reduction of 1.5ms regrowth, to leave shaped and balanced. | **Site address:** 2-4 Little Lane Melbourn | (Deadline to comment: 11 September 2025) *No objection from email.*
No objection.

PL050/2526 Planning Applications:

- a) [25/02534/S73](#) | **Proposal:** S73 to vary condition 3 of planning permission S/1902/14/FL (approved drawings amended by Section 73 ref. S/2289/15/FL) for Solar Farm and Associated Development - to extend the period of the lifetime of the asset for a further 10 years and 6 months. | **Site address:** Black Peak Farm London Road Melbourn Cambridgeshire SG8 7PJ | (Deadline to comment: 12 September 2025 – *extension granted*)
It was RESOLVED to support no comment.
Proposed by Cllr Wilson, seconded by Cllr Alexander. All in favour.
- b) [25/03202/FUL](#) | **Proposal:** Demolition of existing foyer and erection of a single storey front extension to create foyer/entrance. | **Site address:** Kingsway Golf Centre Cambridge Road Melbourn | (Deadline to comment: 24 September 2025)
It was RESOLVED to support no comment.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- c) **INFORMATION ONLY** [25/03101/CL2PD](#) | **Proposal:** Certificate of lawfulness under S192 for demolition of existing side porch, single storey rear extension and outbuildings. Single storey rear extension, front porch, freestanding cycle and bin store to side, installation of front hard surface, new window and door to

side elevation, new gated fence to side/front and rear patio. | **Site address:** 12 Rose Lane Melbourn Cambridgeshire SG8 6AD |

Application noted.

- d) **AMENDMENT** [25/0834/HFUL](#) | **Proposal:** Single storey side extension to existing single storey detached garage to form semi enclosed Car Port. | **Site address:** 5 Trayles Melbourn Cambridgeshire SG8 6PH | (Deadline to comment: 5 September 2025) *MPC resolved to support no comment on PL038/2526 – no material changes to application, location map corrected.*
Amendment noted.
- e) **INFORMATION ONLY** [25/05078/CONDB](#) | **Proposal:** Submission of details required by condition 3 (Details of External Materials) of Listed building consent [21/05078/LBC](#) (*MPC – support no comment*). | **Site address:** 10 High Street Melbourn Cambridgeshire SG8 6ER |
Application submission noted.

PL051/2526 Licensing

- a) To consider response to licensing notification of application for a premises licence variation at 105 High Street, The Dolphin. (Deadline to comment: 16 September 2025)
It was RESOLVED to support no comment.
Proposed by Cllr Wilson, seconded by Cllr Redelinghuys. All in favour.

PL052/2526 Street Works

- a) To note TTRO 25-1466 for Various Roads (Beechwood Avenue, Maple Way, Orchard Road) running 1 September 2025 – 28 February 2027 (1 September – 9 November 2025 anticipated works).
TTRO noted.
- b) To note TTRO 25-1494 for Melbourn Bypass A10 running 6 September 2025 – 5 March 2027 (6 September – 16 September 2025 anticipated works).
TTRO noted.
- c) To note application 25-1611 Station Road 'Intends Notice' for TTRO running 4 October 2025 – 3 April 2027 (4 October – 5 October 2025 anticipated works). (*Comments requested over email due to 28 August deadline*).
Intends notice noted with no comment.
- d) To note TTRO 25-1589 Various Roads (London Road) running 1 September 2025 – 28 February 2027. *Carriageway surface treatment and associated works.*
TTRO noted.
- e) To note TTRO 25-1496 Rose Lane running 1 September 2025 – 28 February 2027 (1 September – 3 September anticipated works).
TTRO noted. Works completed.
- f) To note TTRO 25-1608 New Road running 8 September 2025 – 7 March 2027 (8 September – 26 September anticipated works).
TTRO noted.

PL053/2526 Land transfer

- a) Update and consider actions on Hopkins Home LAP and LEAP handover.
It was noted that quotes were being gathered for costs for maintenance to required areas. Office to report back to committee and full council.

PL054/2526 Correspondence

- a) To note correspondence from resident about potential planning compliance issue.
Item order altered by chair. See above.

PL055/2526 To note the date of the next meeting as **Wednesday 8 October 2025** at 7.30pm.

The date of the next meeting was noted as Wednesday 8 October 2025.

Meeting closed 20:00