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

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

A meeting of the Planning Committee held on Wednesday 14 October 2026 at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Clark, Alexander, Kilmurray (Chair), Barnes and Hart
Absent: Cllrs Coulman and Campbell
In attendance: Alex Coxall (Deputy Clerk), 2 Members of the Public

PLANNING COMMITTEE: MINUTES

Meeting started 19:31

PL054/2627 To receive apologies for absence

There were no apologies received.

PL055/2627 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 items PL061/2627c) & PL061/2627d) and agreed to exit the meeting during the discussions and any resolutions voted on for these items.

PL056/2627 To approve the minutes of the Planning Committee Meeting on 9 September 2026

It was RESOLVED to approve the minutes of the Planning Committee Meeting held on 9 September 2026 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Alexander.

In favour: Cllrs Kilmurray, Hart

Against:

Abstain: Cllr Barnes

PL057/2627 To report back on the minutes of the Planning Committee Meetings on 9 September 2026

Nothing to report.

PL058/2627 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)

Two members of the public were present, attending in relation to items PL061/2627c) and PL061/2627d).

Two members of the public provided background information and the history of previous correspondence with the planning department and associated bodies. As well as the history of the conservatory development attached to the residence over 30 years.

Chair altered agenda order to discuss items PL061/2627c) and PL061/2627d).

Cllr Hart left the meeting at 19:43

PL061/2627 Planning Applications:

c) 26/03429/HFUL | **Proposal:** Retrospective conservatory extension | **Site address:** 117 High Street Melbourn Cambridgeshire SG8 6AP |

Deadline for comment: 16 October 2026

Cllrs clarified removal of wood burner with flue from the conservatory roof.

It was RESOLVED to support the application, with the comment that changing the roof would be detrimental to cost and environmental purposes and would affect residents' year-round use of the conservatory. The roof in its current condition has no visual impact and is not directly connected to the listed building, only the 1980s extension.

Proposed by Cllr Clark, seconded by Cllr Barnes.

In favour: Cllrs Kilmurray, Alexander, Kilmurray

Against:

Abstain: Cllr Hart

d) 26/03430/LBC | **Proposal:** Retention of conservatory extension | **Site address:** 117 High Street Melbourn Cambridgeshire SG8 6AP |
Deadline for comment: 16 October 2026

Item and resolution was considered as a pair with PL061/2627c).

Two MOP's left the meeting at 19:55

Cllr Hart rejoined the meeting at 19:56

PL059/2627 Decision Notices: To receive any decision notices issued since the last meeting.

a) 26/02719/LBC | **Proposal:** Upgrade of the existing ground floor kitchen window to slim-line double glazing with matching wooden timber frames, integral glazing bars and matching style. | **Site address:** 153 High Street Melbourn, Cambridgeshire SG8 6AT |
MPC Comment: It was RESOLVED to support no comment.
Decision: Granted Permission (10 September 2026)

The decision was noted.

b) 24/03291/CONDC | **Proposal:** Submission of details required by conditions 3 (Archaeology), 12 (Contamination) and 27 (External Materials) of planning permission 24/03291/S73. | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |
MPC Comment: No comment
Decision: Split Permission (30 September 2026)

The decision was noted.

c) 26/02714/FUL | **Proposal:** Demolition of existing foyer and erection of a single storey front extension to create foyer/entrance and application of external cladding to existing building. | **Site address:** Kingsway Golf Centre Cambridge Road Melbourn Cambridgeshire SG8 6EY |
MPC Comment: It was RESOLVED to support no comment.
Decision: Granted Permission (2 October 2026)

The decision was noted.

d) 26/03247/HFUL | **Proposal:** Part two storey and part first floor rear extension. Single storey front extension (porch) and canopy. | **Site address:** 27 Dolphin Lane Melbourn Cambridgeshire SG8 6AE |
MPC Comment: It was RESOLVED to support no comment.
Decision: Granted Permission (1 October 2026)

The decision was noted.

PL060/2627 Tree Works:

a) 26/1065/TTCA | **Proposal:** Robinia - reduce height by 4 -4.5m, reduce spread to shape Birch - reduce height by 4 -5m and shape round | **Site address:** 9 Drury Lane Melbourn Cambridgeshire SG8 6EP |
Deadline for comment: 14 October 2026

The application was noted.

PL061/2627 Planning Applications:

a) **INFORMATION ONLY** 24/03291/CONDC | **Proposal:** Submission of details required by conditions 3 (Archaeology), 12 (Contamination) and 27 (External Materials) of planning permission 24/03291/S73 | **Site address:** 4 Station Road Melbourn Cambridgeshire SG8 6DX |

The application was noted.

b) 26/03247/HFUL | **Proposal:** Part two storey and part first floor rear extension. Single storey front extension (porch) and canopy**.** | **Site address:** 27 Dolphin Lane Melbourn Cambridgeshire SG8 6AE |
Deadline for comment: 15 October 2026

Signed…… Date……..

No comment

c) 26/03429/HFUL | **Proposal:** Retrospective conservatory extension | **Site address:** 117 High Street Melbourn Cambridgeshire SG8 6AP **|**
Deadline for comment: 16 October 2026
Item order altered by Chair. See above.

d) 26/03430/LBC | **Proposal:** Retention of conservatory extension | **Site address:** 117 High Street Melbourn Cambridgeshire SG8 6AP |
Deadline for comment: 16 October 2026
Item order altered by Chair. See above.

PL062/2627 Steet Works

a) To note the Temporary Traffic Regulation Order (TTRO) for Chapmans Close, Portway, The Lawns, Lawn Close, The Moor & Water Lane.
It was noted.

b) To note the Temporary Traffic Regulation Order (TTRO) for Cambridge Road.

It was noted.

PL063/2627 National Scheme of Delegation

a) To receive information on the introduction of the National Scheme of Delegation.

The information was received with clarification that MPC will still remain as consultees, but cannot request GCSP committee items.

PL064/2627 Compliance

a) To note response from compliance in relation to concerns about the taxi rank EN/00577/26 10A The Moor, Melbourn.
The response was noted.

PL065/2627 To note the date of the next meeting as **Wednesday 11 November 2026** at 7.30pm.

The date of the next meeting was noted as Wednesday 11 November 2026.

Meeting closed 20:11

Signed…… Date……..

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

A meeting of the Planning Committee held on Wednesday 9 September 2026 at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Clark, Alexander, Wilson, Kilmurray (Chair)
Absent: Cllr Coulman
In attendance: Alex Coxall (Deputy Clerk)

PLANNING COMMITTEE: MINUTES

Meeting started 19:30

PL042/2627 To receive apologies for absence

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

PL043/2627 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.

PL044/2627 To approve the minutes of the Planning Committee Meeting on 12 August 2026

It was RESOLVED to approve the minutes of the Planning Committee Meeting held on 12 August 2026 as an accurate record.
Proposed by Cllr Alexander, seconded by Cllr Clerk. All in favour.

PL045/2627 To report back on the minutes of the Planning Committee Meetings on 12 August 2026

Nothing to report.

PL046/2627 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)

There were no members of the public present.

PL047/2627 Decision Notices: To receive any decision notices issued since the last meeting.

a) 25/04894/FUL | **Proposal:** 4 new industrial units with associated parking (retrospective) | **Site address:** 3 Back Lane Melbourn Cambridgeshire SG8 6DD |
MPC Comment: It was RESOLVED to support no comment.
Decision: Application Permitted
The decision was noted.

b) 26/01780/FUL | **Proposal:** Erection of 3 No. detached dwellings together with parking and garage, new shared access road onto Rose Lane with turning facilities. | **Site address:** Land Between 5 And 7 Rose Lane Melbourn Cambridge |
MPC Comment: It was RESOLVED to object on grounds of the proposal being out of keeping, too large for the area, too much impact from construction process, road being too narrow, overlooking issue from plot 2, the visibility splay being unachievable, concerns relating to the destruction of biodiversity prior to the planning process commencement. To request a visit from an ecology officer, a

planning officer site visit and that should consent be granted that a traffic management plan is put in place, restricting vehicle size, times of access, a one way system for construction traffic, and that all vehicles are parked on the development site and not parked on Rose Lane.
Decision: Application Withdrawn

The decision was noted.

PL048/2627 Planning Applications:

a) 26/02714/FUL | **Proposal:** Demolition of existing foyer and erection of a single storey front extension to create foyer/entrance, application of external cladding to existing building, and addition of new illuminated sign in place of existing sign on main front gable. | **Site address:** Kingsway Golf Centre Cambridge Road Melbourn Cambridgeshire SG8 6EY|
Deadline for comment: 10 September 2026

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

b) **INFORMATION ONLY** 21/03616/CONDA | **Proposal:** Submission of details required by conditions 3 (External Materials), 3 (Hard and soft Landscaping), 4 (Biodiversity Enhancement), 5 (Construction Environmental Management plan), 6 (Visibility splays), 7 (Traffic Management Plan) and 8 (Boundary Treatment) of planning permission 21/03616/FUL. | **Site address:** Land Rear Of 90 High Street Melbourn Cambridgeshire SG8 6AL |

The application was noted.

c) 26/03057/FUL | **Proposal:** Demolition of Existing Hall and Construction of New Single Storey Buildings to Form Extended Coffee Lounge and Hall. | **Site address:** Melbourn Baptist Church Mortlock Street Melbourn Cambridgeshire **|**
Deadline for comment: 19th September 2026

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

d) **INFORMATION ONLY** 26/02996/SCRE | **Proposal:** EIA Screening Opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for a network of underground pipes connecting users within Melbourn to the Data Centre. | **Site address:** Land South Of London Way Melbourn Cambridgeshire |

The application was noted.

e) 26/03247/HFUL | **Proposal:** Part two-storey and part first floor rear extension. Single storey front extension (porch) and canopy. | **Site address:** 27 Dolphin Lane Melbourn Cambridgeshire SG8 6AE |
Deadline for comment: 23rd September 2026

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

PL049/2627 Consultations

a) To consider responding to the Cambridgeshire and Peterborough Minerals and Waste Local Plan Review consultation, open until 12 October 2026.

No comment.

b) To note the public consultation period for the proposed Greater Cambridge Local Plan submission, open until 5pm on Friday 25 September 2026 and consider any response.

It was noted.

PL050/2627 Correspondence

a) To note and consider response to the NALC survey for Parish and Town Councils with Neighbourhood Plans, closes 25th September 2026.

It was noted.

PL051/2627 Greater Cambridge Partnership

a) To note email correspondence from the Greater Cambridge Partnership with information regarding Traffic Regulation Orders agreed in Melbourn and Meldreth.

It was noted.

PL052/2627 Compliance

Signed…… Date……..

a) To consider any action regarding works to land between 5 and 7 Rose Lane, Melbourn.

It was clarified that actions to remove the hedge were in accordance with the law. District Cllrs were active in establishing communications with the planning authority. MPC can take no further action.

PL053/2627 To note the date of the next meeting as **Wednesday 14 October 2026** at 7.30pm.

The date of the next meeting was noted as Wednesday 14 October 2026.

Meeting closed 19:47

Signed…… Date……..

Cambridgeshire County Council

Various Roads, South

(Temporary Prohibition Of Through Traffic)

Order 2026-21884

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 various roads as set out in Schedule 1 below.

Nothing in this Order shall prevent access and egress from premises or land adjacent to the highway mentioned in Schedule 1.

The Order is made to facilitate carriageway surface treatment and associated works which are being carried out on or near this highway.

The Order will come into operation on 1 November 2026 and will remain in force for a maximum period of 18 months from the date it comes into effect to permit the works and any associated contingencies including delays or phased delivery of the works.

It is anticipated that this order will apply to the locations, at various times during the dates specified in the Schedule.

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.

[redacted] **Place and Sustainability, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

Schedule 1 – Road Closures

Anticipated dates for works between **(varying dates)**	**Road(s)**	**Diversion**
1 November 2026 and 30 April 2028	Chapmans Close; Portway; The Lawns; Lawn Close; The Moor; Water Lane, Melbourn	No Diversion.
1 November 2026 and 30 April 2028	Church End, Arrington	No Diversion.
1 November 2026 and 30 April 2028	Lotfield Street, Orwell	Town Green Road; C268 High Street; Stock Lane and vice versa.
1 November 2026 and 30 April 2028	A1198 Old North Road, Whaddon	A1198; A603; A1134; A1309; A10; A505; A1198 and vice versa.
1 November 2026 and 30 April 2028	Station Road, Odsey	Station Road, Steeple Morden; Ashwell Road; Ashwell Road, Guilden Morden; Ashwell Road, Ashwell; Station Road; Station Road, Steeple Morden and vice versa.

Cambridgeshire County Council

Cambridge Road, Shepreth and Cambridge Road, Melbourn

(Temporary 40mph Speed Limit)

Order 2026-21763

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 to impose a 40mph speed limit along Cambridge Road, Shepreth and Cambridge Road, Melbourn as lies between Wrights Mower Centre and Fowlmere Road.

The Order will be effective, for safety purposes, when signs are in place indicating the speed limit along the whole or any part of the above mentioned length of road whilst works are in progress or temporarily suspended.

The Order is made to facilitate telecommunications pole replacement and associated works which are being carried out on or near this highway.

It is anticipated that these works will take place between 9 November and 10 November 2026, when the restriction is expected to be in operation.

The Order will remain in force for a maximum period of 18 months from the date it comes into effect to permit the works and any associated contingencies including delays or phased delivery of the works.

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.

[redacted] **Place and Sustainability, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

Changes to Planning Application Decisions

New National Scheme of Delegation – effective 31 October 2026

What is changing?

From 31 October 2026, parish councils and ward councillors will no longer be able to call in planning applications for consideration by Planning Committee.

The new national rules introduce two categories of applications, with different arrangements for how decisions are made.

How will applications be dealt with?

Schedule 1 – Officer decisions

These applications must be determined by planning officers, except where the applicant is an elected member or officer of the relevant council, their close relative, or someone acting on their behalf. In these cases, the application must go to Planning Committee.

Schedule 2 – Gateway Meetings

Schedule 2 applications are normally expected to be determined by planning officers. However, all Schedule 2 applications must be referred to a new Planning Committee Gateway Meeting to consider whether they meet the strict criteria for referral to Planning Committee.

Schedule 2 applications include:

- Section 73 applications to vary or remove conditions attached to an existing planning permission.
- Applications that are not householder, minor commercial or minor residential applications.
- Reserved Matters applications relating to a large outline planning permission.
- Applications to modify or discharge a planning obligation connected to a Schedule 2 application.

How will Gateway Meetings work?

Gateway Meetings will involve two nominated representatives:

- **Nominated officer:** GCSP Delivery Manager or Delivery Team Leader.
- **Nominated member:** Chair or Vice-Chair of the relevant Planning Committee.

The nominated officer and member must agree that an application meets the strict significance criteria before it can be referred to Planning Committee.

Meetings are expected to take place on alternate Tuesdays for the District and monthly for the JDMC, following the Chair's briefing.

What does this mean for parish councils?

- Parish councils can still comment on planning applications and submit representations.

- Objections or requests from parish councils and ward councillors will no longer automatically trigger committee consideration.
- All Schedule 2 applications will go through the Gateway Meeting process, but this does not mean they will automatically be considered by Planning Committee.
- Committee referral will depend on the national criteria and the Gateway Meeting decision.

What happens next?

The planning authority must update its Scheme of Delegation for approval by Planning Committee. Existing Planning Delegation Meetings will cease from 31 October 2026 and be replaced by Gateway Meetings for Schedule 2 applications.

Key message: Parish councils retain the opportunity to comment on planning applications, but will lose the ability to call applications in for committee consideration.

PL064 2627a) Planning compliance – The Moor

Background

Request to Planning Compliance to look at any conditions around 10a The Moor with regard to parking on the street.

4 September – email to compliance

> *I wonder if you could help me in informing residents of how they can address the parking issues at the top of The Moor in Melbourn created by users of the garage parking vehicles on the roadway.*
>
> *23/02072/FUL | Change of use of taxi headquarters/control centre to car servicing workshop (Class E(g)(iii)) | 10A The Moor Melbourn Cambridgeshire SG8 6ED*
>
> *I believe the change of use application, referenced above, was approved with the condition that the submitted car park management plan was adhered to. I am under the impression that The Moor is being used for parking of vehicles for the garage – this includes vehicles with no engine! According to the car park management plan it states that any parking on the roadway should be monitored and action taken as required. Would this monitoring and action be something that the Planning Compliance team could look at?*
>
> *Residents are concerned for the safety of users of the roadway and footpaths – previous discussions with the business owner seem to have had little effect.*
>
> *Your advice would be gratefully received.*

14 September – response

> *I am writing to update you on the use of The Moor for parking purposes related to the garage at 10A and planning permission 23/02072/FUL.*
>
> *Condition 4 of the planning permission states,*
>
> *The development shall be carried out in accordance with the Car Park Management Plan SLR, Ref: 418.063091.00001 Version No: 0.2_FINAL May 2023, which shall be implemented in full and maintained for the lifetime of the development.*
>
> *Reason: In the interests of highway safety in accordance with policies HQ/1 and TI/3 of the South Cambridgeshire Local Plan 2018*
>
> *Sections 5.0 and 6.0 of the Car Park Management Plan sets out how parking will be implemented and monitored.*
>
> *These sections do not explicitly state that parking will not take place on The Moor, or that customers would be advised not to park on The Moor. The plan also does not prohibit the garage parking on The Moor either.*
>
> *Section 5.2 set out that the monitoring strategy will include an awareness of parking off site, Including on The Moor, and that should frequent parking issued be identified operational procedures will be revived and alterations devised. See below.*

PL064 2627a) Planning compliance – The Moor

5.2 Monitoring and Management

In order to evaluate the effectiveness of the CPMP, monitoring will be required with amendments to the CPMP to ensure the success of the plan is maximised where possible.

Monitoring strategies include:

- monitoring the number of cars parked on site (daily booking records will have this);
- awareness any other car parking off-site, in particular on-street parking along The Moor;
- monitor deliveries to the site, number and where they are made too, are the drivers pulling onto site to make them; and
- recording any comments received from staff/visitors regarding site related car parking.

Should any frequent car parking issues be identified, operational procedures will be reviewed and alterations devised.

The plan does not set out a threshold for what is or is not a parking issue, and there is no requirement for the business to provide the Council with details of any review of alterations to the management plan or that the Council needs to approve any amendment to the plan.

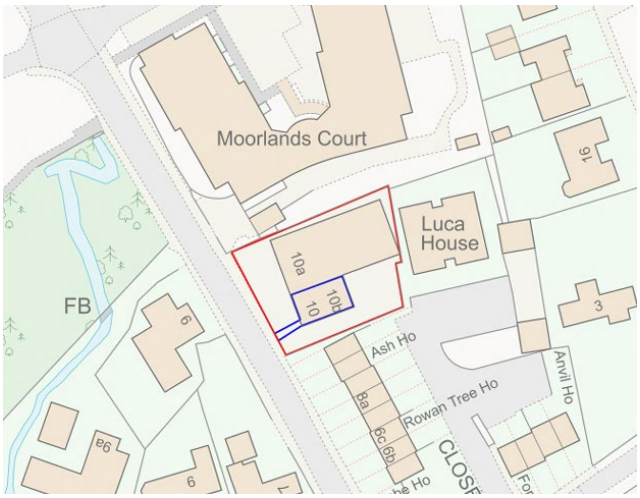
The plan could be amended to state that no action will be taken in respect of parking issues, or that they will put a sign up next to the door requesting patrons do not park on the road. and any new such plan would then be the relevant management plan, superseding the approved one as a result.

If the Council were to act an issue a breach of condition notice, the business could simply say they are aware of the issues and they put a sign up as per their new (revised) management plan as set out in section 5.2 above.

Section 6.0 of the approved management plan only sets out who is responsible for the matters in section 5.2 and dos does not add any other enforceability of restrictions on parking.

Whilst I understand that this appears to be a very simple matter of a breach of condition, the enforceability of the condition must be clear and concise, which it is not in this case.

Notwithstanding the above, the Council cannot by way of condition apply parking restrictions outside of the original application site (red lined location plan below) as the conditions only apply to the area to which planning permission was granted. For the avoidance of doubt, the permission and conditions do not cover the area outlined in blue.



PL064 2627a) Planning compliance – The Moor

Where vehicles are legally parked on the road, this is not a breach of planning control. I cannot comment on vehicles in various states of disrepair on the road, and this should be reported to the police for consideration.

My officer Xxx Xxx will call in to the garage when he is next in the area and speak to them about parking, reminding them of the statements made in their planning application and management plan to see if the issues can be resolved. The Council will not be taking any formal action as the condition is not enforceable given the considerations as set out above.

I understand this is not the reply you were expecting; however, the Council can only act where it has the power an authority to do so. Considering the above I will now close the investigation file accordingly.