

**MELBOURN PARISH COUNCIL
MINUTES**

MINUTES OF THE PLANNING COMMITTEE MEETING held on Monday, 12 March 2018 in the large upstairs meeting room of Melbourn Community Hub at 19:30

Planning Committee : Cllrs Buxton, Clark, Gatward, Hart, Kilmurray, Porter, Sherwen

Planning Committee Attendance : Chair – Cllr Clark, Buxton, Gatward, Porter and Sherwen

In attendance: Assistant to the Clerk, District Cllrs Barrett and Hales and 1 member of the MCHMG

PL86/17 To receive any apologies for absence

Apologies were received from Cllrs Hart and Killmurray for personal reasons

PL87/17 To receive any Declarations of Interest and Dispensations

To receive declarations of interest from councillors on items on the agenda:

Cllr Porter noted an interest in item PL91/17 as a director of the MCHMG.

PL88/17 To approve the minutes of the Planning Committee Meeting on 12 February 2018

There were no comments.

IT WAS PROPOSED TO ACCEPT THE MINUTES AS DRAWN. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

PL89/17 To report back on the minutes of the Planning Committee Meeting on 12 February 2018

PL84/17h) Assistant to the Clerk noted that SCDC Enforcement Team had been advised that the Applicant is operating a tea room at the premises. A response had been received indicating that they were unaware.

PL85/17a) Assistant to the Clerk noted that comments had been sent to SCDC Planning Department.

PL85/17b) Assistant to the Clerk noted that comments had been sent to SCDC Planning Department.

PL85/17e) Assistant to the Clerk noted that comments had been sent to SCDC Planning Department. *[Post meeting note: Correspondence relating to incorrect address on this application is attached.]*

PL90/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

At 19:36 the Chair suspended Standing Orders to allow members of the public to address the meeting.

There were no comments from the public.

At 19:38 the Chair re-imposed Standing Orders.

PL91/17 To discuss and consider a request from MCHMG to a variation of the premises licence for the Hub

[At 19:38 Cllr Porter left the room]

A representative from the MCHMG addressed the meeting and summarised the reasons for the request to vary the licence to include the sale of alcohol. Noted that the Hub has had to apply for TEN licenses 12/14 times in the past year at a cost of £21 per application. Also very time consuming. Purpose of the variation to the lease would be to avoid having to make individual applications. Noted that alcohol would not be on sale as a matter of course. Decision to sell alcohol would be taken on a case by case basis by the management board. Noted that there would be a member of hub staff or management on site when alcohol is sold.

PROPOSED TO AGREE THE REQUEST FROM MCHMG TO A VARIATION OF THE PREMISES LICENCE FOR THE HUB. PROPOSED BY CLLOR SHERWEN, SECONDED BY CLLR BUXTON. ALL IN FAVOUR. THIS WAS CARRIED.

[At 19:45 Cllr Porter re-joined the meeting.]

PL92/17 To receive any notifications or planning consultation document

b) Notification: Non material amendment of planning application. Ref: S/3386/16/FL. Location: 34

THIS WAS NOTED

- c) Notification: Permission granted for front porch extension and single storey rear extension (to replace conservatory). Ref: S/4452/17/FL. Location: 3 Trayles, Melbourn, SG8 6PH. Applicant: Mr and Mrs Eagle.
THIS WAS NOTED
- d) Notification: Permission granted for erection of children's outside play area, overflow car parking area and low level grass bunding. Ref: S/4082/17/FL. Location: Bury Lane Farm Shop, Meldreth, SG8 6DF. Applicant: EW Pepper Limited.
THIS WAS NOTED
- e) Notification: Permission granted for new 4 bed detached dwelling on land adjacent to 9 The Moor. Ref: S/4496/17/FL. Location: 9 The Moor, Melbourn, SG8 6ED. Applicant: Mr and Mrs T Purnell.
THIS WAS NOTED
- f) Notification: Permission refused for proposed conversion of house to 1 no 1 bed flat and 1 no 3 bed flat. Ref: S/0025/18/FL. Location: 73 High Street, Melbourn, SG8 6AA. Applicant: Mr and Mrs Solanki.
THIS WAS NOTED

PI85/17 **To consider the following Planning Applications**

- a) Proposal: Erection of 2 no. detached dwellings with separate access points off Cambridge Road, detached garages, associated infrastructure and landscaping. Application Ref: S/0505/18/FL. Location: Land north of Longmeadow House, Cambridge Road, Melbourn, SG8 6EY. Applicant: N/A, Turnwood Ltd

The Chair noted that an application had been rejected previously. A District Cllr noted that the proposed development is outside the village envelope but that once the Village Plan is finalised, the village envelope will be re-applied. It was noted that an application for access to a property on the opposite side of Cambridge Road had been rejected by Highways. It was noted that access to this proposed development would be directly onto Cambridge Road in the 60mph speed limit. **ACTION: Assistant to the Clerk to write to SCDC Planning Dept setting out concerns as discussed.**

IT WAS PROPOSED TO REJECT THE APPLICATION WITH COMMENTS NOTED ABOVE. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

- b) Proposal: Application to carry out tree works subject to a Tree Preservation Order or situated within a Conservation Area. Ref: S/0631/18/TP. Location: 2 The Lawns, Melbourn, SG8 6BA. Applicant: Kath Harry

There was discussion as to the position of the trees and it was noted that they are overhanging the wall to the rear of the property.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITHOUT COMMENT. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR BUXTON. ALL IN FAVOUR. THIS WAS CARRIED.

- c) Proposal: Demolition of existing single storey extension and construction of new single storey extension. Application Ref: S/0698/18/FL. Location: 28 Medcalfe Way, Melbourn, SG8 6HU. Applicant: Mr Josef Saunders.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITHOUT COMMENT. PROPOSED BY CLLR GATWARD, SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 20:03

MELBOURN PARISH COUNCIL
MINUTES

PC 88/17

MINUTES OF THE PLANNING COMMITTEE MEETING held on Monday, 12 February 2018 in the large upstairs meeting room of Melbourn Community Hub at 19:30.

Planning Committee : Cllrs Buxton, Clark, Gatward, Hart, Kilmurray, Porter, Sherwen

Planning Committee Attendance : Chair – Cllr Clark, Gatward, Porter and Sherwen

In attendance: Assistant to the Clerk, District Cllr Hales, and 2 members of the public

PL77/17 To receive any apologies for absence

Apologies were received from Cllr Hart for work related reasons and Cllr Kilmurray for personal reasons.

[Post meeting note: Apologies were received by email from Cllr Buxton for personal reasons.]

PL78/17 To receive any Declarations of Interest and Dispensations

To receive declarations of interest from councillors on items on the agenda:

- Cllr Clark noted an interest in item PL85/17d) as he knows the Applicants personally.
- Cllr Sherwen noted an interest in item PL85/17g) as a resident of Hale Close.

PL79/17 To approve the minutes of the Planning Committee Meeting on 9 January 2018

There were no comments.

IT WAS PROPOSED TO ACCEPT THE MINUTES AS DRAWN. PROPOSED BY CLLR PORTER, SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

PL80/17 To report back on the minutes of the Planning Committee Meeting on 9 January 2018

Assistant to the Clerk reported that where items had been carried over from the meeting, extensions had been requested from SCDC Planning Department.

PL81/17 To approve the minutes of the Extraordinary Planning Committee Meeting on 29 January 2018

There were no comments

IT WAS PROPOSED TO ACCEPT THE MINUTES AS DRAWN. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

PL82/17 To report back on the minutes of the Extraordinary Planning Committee Meeting on 29 January 2018

There was nothing to report

PL83/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

At 19:36 the Chair suspended Standing Orders to allow members of the public to address the meeting.

Two members of the public addressed the meeting to express concern about an application on neighbouring property under item PL85/17b). Some background was provided as to previous unsuccessful Applications relating to this property. A letter of objection which had been sent to SCDC was made available to the meeting setting out in detail their objections. The application will be discussed by Cllrs under item PL85/17b).

At 19:42 the Chair re-imposed Standing Orders.

PL84/17 **To receive any notifications or planning consultation documents**

- a) **Notification:** Notification of applications to carry out tree works subject to a TPO or situated within a conservation area. Location: 2 The Lawns, Melbourn, SG8 6BA. Applicant: Alan Harry, 8 The Lawns, Melbourn. Date: 9 January 2018. Ref: S/0022/18/TP.

IT WAS NOTED that tree work on neighbouring property had been carried out. Also noted that trees in The Lawns are subject to TPO.

- b) **Notification:** Notification of application to carry out tree works subject to a TPO or situated within a conservation area. Location: 1&2 Kays Close, Melbourn, SG8 6EJ. Applicant: Miss Emma, 1 Brooksbank, Melbourn. Date: 20 December 2018. Ref: S/4431/17/TC

IT WAS NOTED that the name of the Applicant should read Miss Cammis.

- c) **Notification:** Refusal of Planning Permission for Change of Use of part of ground floor from A1 use (retail) to C3 use (residential) Applicant: Mr and Mrs Nicol. Location: 107 High Street, Melbourn. Date: 17 January 2018. Ref: S/4097/17/FL

THIS WAS NOTED

- d) **Notification:** Update from SCDC on Reserved Matters Application for approval of details on appearance, scale, layout and landscaping for the construction of 199 dwellings, garages, roads, footpaths/cycleways, open spaces (including strategic green buffer, children's play area and ancillary green spaces) together with associated drainage infrastructure and other associated works in respect of Outline Planning Permission S/2791/14/OL (The application relates to a site which was not subject to an Environmental Statement). Ref: S/2590/17/RM. Location: Land to the east of New Road, New Road, Melbourn, SG8 6BX. Applicant: Robert Eburne, Hopkins Homes Ltd

The Chair read out an update received from SCDC. **THIS WAS NOTED**

- e) **Notification:** Permission granted for Variation of Conditions 2 (approved plans) and 3 (details of materials) of planning permission S/0535/17/FL for a front porch. Applicant: Mr Michael Chalmers. Location: 5 Chapmans Close, Melbourn, SG8 6AH. Ref: S/3826/17/VC. Date: 17 January 2018.

THIS WAS NOTED

- f) **Notification:** Planning Permission granted for first floor side and rear extension (above existing). Applicant: Mr Michael Chalmers. Location: 5 Chapmans Close, Melbourn, SG8 6AH. Ref: S/4268/17/FL. Date: 29 January 2018

THIS WAS NOTED

- g) **Notification:** Planning Permission refused for erection of a 4 bed dwelling and double garage. Ref: S/4277/17/FL. Applicant: Dr Gray-Stephens. Location: Foxfield House, Fowlmere Road, Melbourn, SG8 6EZ. Date: 1 February 2018.

THIS WAS NOTED

- h) **Notification:** Planning Permission refused for conversion of agricultural building to single dwelling. Applicant: Mr DR Stokes. Location: Agricultural building attached to farmshop/tea room, Bridgefoot Farm Kennels, Barley Road, Flint Cross, Great and Little Chishill, SG8 7PU. Ref: S/4380/17/PA. Date: 31 January 2018

THIS WAS NOTED.

A District Cllr suggested that the Parish Council write to the Enforcement Team at SCDC to advise that the Applicant is currently operating a tea room at the premises.

ACTION: Assistant to the Clerk to write to SCDC Enforcement Team.

- i) **Notification:** Notification of Application to carry out tree works subject to a Tree Preservation Order or situated within a Conservation Area. Applicant: Amanda Bond. Location: Front boundary between 123 and 125 High Street, Melbourn, SG8 6AP. Ref: S/0411/18/TC. Date: 2 February 2018

THIS WAS NOTED

- j) **Notification:** Permission granted to break out and renew the floor in the central lobby and bathroom following damage from tree roots. Applicant: Lacy, GHG Limited. Location: Norgetts Thatch, Norgetts Lane, Melbourn, SG8 6HS. Ref: S/2587/17/LB. Date: 29 January 2018

THIS WAS NOTED

PL85/17 **To consider the following Planning Applications:**

- a) **Proposal:** Demolish and rebuilt Annex to facilitate widening of existing access. Application Ref: S/0168/18/FL. Location: 59 High Street, Melbourn, SG8 6DZ. Applicant: Mr and Mrs R Chamberlain.

Noted previous unsuccessful application for refurbishment of this listed property and annex. Concerns were raised about:

- Vehicles accessing and leaving the property immediately adjacent to traffic lights on the High Street, particularly vehicles reversing from the property if there is insufficient space to turn at the rear of the properties.
- Details as to width of the access are not noted on the plans.
- Availability of sufficient off road parking
- Also concern about visual impact.

PROPOSED TO OBJECT TO THE APPLICATION ON THE GROUNDS NOTED ABOVE. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant to the Clerk to write to SCDC to note objection to the application due to significant highway safety issues and street scene aspect as noted above.

- b) **Proposal:** Proposed New House and Garage. Application Ref: S/0149/18/FL. Location: 18 Greenbanks, Melbourn, SG8 6AS. Applicant: Mr David Blundell.

A copy of the letter of objection from neighbours was circulated to the meeting. Concerns were raised about:

- Additional parking, particularly along Back Lane
- Vehicular access to the property from Back Lane
- Trees on neighbouring property, particularly those under TPO
- Bearing on amenities
- Non-linear aspect of the proposed new property and overbearing nature of the development

IT WAS PROPOSED TO OBJECT TO THE APPLICATION ON THE GROUNDS NOTED ABOVE. PROPOSED BY CLLR PORTER, SECONDED CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant to the Clerk to write to SCDC to note objection to the application highlighting concerns noted above and also to note Parish Council's support of the objection made by neighbours.

- c) **Proposal:** Demolition of existing conservatory and erection of single storey rear extension to existing dwelling house. Application Ref: S/0031/18/FL. Location: 31 Greenbanks, Melbourn, SG8 6AS. Applicant: Mr Steve Priest.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITH NO COMMENTS. PROPOSED BY CLLR PORTER, SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

- d) **Proposal:** Change of use from hairdressing salon to veterinary surgery. Application Ref: S/0123/18/FL. Location: 5 Mortlock Street, Melbourn, SG8 6DB. Applicant: Mrs Christine Davey.
- Cllr Clark declared an interest in this item as he knows the applicants personally and left the room. Cllr Porter took the Chair.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITH NO COMMENTS. PROPOSED BY CLLR SHERWEN. SECONDED BY CLLR GATWARD. ALL IN FAVOUR. THIS WAS CARRIED.

Cllr Clark returned to the meeting.

- e) **Proposal:** Proposed conversion of house to 1 no. 1 bed flat and 1 no. 3 bed flat. Application Ref: S/0025/18/FL. Location: Confers, 73A High Street, Melbourn, SG8 6AA. Applicant: Mr and Mrs Solanki.

It was noted that there were a number of comments from neighbours on the SCDC website. Noted that a previous application had been refused. Concerns were raised with regard to:

- Access to the rear of the property via Little Lane
- Vehicles reversing out on to the High Street due to insufficient area to turn at the rear of the property
- Concern as to off street parking
- Noted that Little Lane has no footpath but is heavily used by pedestrians

IT WAS PROPOSED TO OBJECT TO THIS APPLICATION ON THE GROUNDS NOTED ABOVE. PROPOSED BY CLLR PORTER, SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION Assistant to the Clerk to write to SCDC to note objections to this application as highlighted above.

- f) **Proposal:** Greenhouse extension to farm shop for agricultural and retail purposes. Application Ref: S/4590/17/FL. Location: Farm shop and tea rooms, Bridgefoot Farm Kennels, Barley Road, Heydon, Royston, SG8 7PU. Applicant: Mr DR Stokes.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITH NO COMMENTS. PROPOSED BY CLLR SHERWEN, SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

- g) **Proposal:** Single storey rear extension. Applicant Ref: S/0327/18/FL. Location: 28 Hale Close, Melbourn, SG8 6ET. Applicant: Ms Warnes

Cllr Sherwen declared an interest as a resident of Hale Close and did not participate in the discussion.

IT WAS PROPOSED TO SUPPORT THE APPLICATION WITH NO COMMENTS. PROPOSED BY CLLR PORTER, SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 20:54



@thehubmelbourn

www.melbournhub.co.uk

centremanager@melbournhub.co.uk

PC91/17

melbourn hub

30 High Street

Melbourn

Herts

SG8 6DZ

01763 263303 #1

5th March 2018

For the Attention of the Assistant Clerk to Melbourn Parish Council

Dear Madam Assistant Clerk,

Re: **Variation of Premises Licence**

We write to you requesting parish council consent to vary the Premises Licence for the Hub building to include the sale of alcohol, according to the provisions in the Lease, as stated in Section 17.

During the past year many events were held when alcohol was on sale under the provisions of TEN's licences. Our forward events schedule contains many similar such events for 2018, and it has become financially sensible to apply for variation of the Premises Licence so that individual TEN's applications are avoided.

Individual TEN's licences cost £21 and involve considerable effort. The Premises Licence application is £100, renewed for £70 in following years. It is estimated the Premises Licence for the sale of alcohol will save about £150 pa, and eliminate the repetitive TEN's application process.

The preferred licence format will include all Hub directors as jointly responsible for the safe conduct of business, although they are not individually named. We are obliged under the Licensing Act 2003 to advertise once in the local press and further display the notice of application to vary the License for 28 days.

We would appreciate the council formally agreeing this proposal and confirming the decision as soon as possible.

Yours sincerely

John Travis (Chair)

On behalf of Melbourn Community Hub Management Group

APPLICATION FOR A VARIATION TO PREMISES LICENCE

Dear Ms Stalibrass,

We write to inform you of the intention to vary our existing Premises Licence to include the sale of alcohol. Set out below is a description of how the sale of alcohol will be undertaken and managed on the premises of Melbourn Community Hub, and how responsibility for this process will be carried.

In the future, as during past years, it is the intention to offer alcohol for sale at various community events planned in advance and normally advertised prior to the date. Examples are community craft fairs, lunches and events connected with celebration dates such as Mother's Day and Valentines Day. The sale of alcohol would also be considered when clients hiring room space specifically requested this. In addition, it would be the intention to occasionally offer alcohol as an option on special, but less high profile occasions, such as 'Cream or Afternoon Teas' and similar situations.

It is not the intention to have alcohol on sale on a daily basis, so that the Melbourn Hub becomes a place for drinking routinely.

To ensure that no alcohol is sold to minors (persons under 18) we will be using the Challenge 25 posters and checking process. We will display the Challenge 25 posters and the Tent Card. Staff will be asked to request proof of age if there are concerns with a customer's age.

At every event there will be a member of the (MG) on duty for the entire duration when alcohol is being served or sold. The structure for events hiring of the community centre is one of a managed hire, by which we have a paid/trained member of staff or a board member in the building at all times when hired and when the sale of alcohol was planned.

Glass will only be used if the event is confined to the inside of the building. Plastic glasses will be used when the event is both inside and outside on the lawned area to the front of the building.

There is not an intention to allow alcohol to the rear of the building area.

The entire building is controlled by CCTV (16 cameras, all infrared, 9 cameras on the outside and 7 inside) and recorded onsite. The recordings are kept for approximately 21 days before being overwritten.

We trust this letter has sufficient explanation as to our intent. If further details are required please do not hesitate to contact us.

Yours sincerely,

(on behalf of Melbourn Community Hub management Group)