

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on, Monday, 25 January 2021 at 7.30pm via Zoom link
<https://zoom.us/j/92923351315>

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Kilmurray (Chair), Clark, Cowley, Hart, Kent

Absent:

In attendance: Claire Littlewood – Parish Clerk, 3 members of the public

Chair noted that the Cambridgeshire Shared Services Planning Portal had been unavailable all day and online applications could not be viewed in advance of the meeting. In the circumstances, items requiring discussion under PL072/20 would be deferred to the next Planning Committee Meeting on 8 February and extensions for comments requested.

PL065/20 To receive and approve apologies for absence

Apologies received from Cllr Wilson.

It was:

RESOLVED to accept Cllr Wilson apologies.

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

PL066/20 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

a) Cllr Kilmurray declared an interest in items PL072/20i) and p).

PL067/20 To approve the minutes of the Planning Committee Meeting on 14 December 2020

It was:

RESOLVED to approve the minutes of the Planning Committee Meeting of 14 December 2020 as an accurate record.

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

PL068/20 To report back on the minutes of the Planning Committee Meetings on 14 December 2020

Clerk noted that as the application under PL062/20c) had been refused, no letter had been sent to CHS at this time. ACTION: Clerk to obtain contact details for CHS from District Cllr Hales.

PL069/20 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)

A member of the public was in attendance with regard to item PL072/20c). The Chair thanked the member of the public for attending and for forwarding planning documents for consideration. However, Chair advised that as the online Planning Portal was unavailable, it would not be possible to fully consider this item at the meeting as other consultee comments were not available.

PL070/20 Decision Notices: To receive any Decision notices issued since last meeting.

- a) [20/04181/HFUL](#) Proposal: Single storey front extension Site address: 4 Rose Lane Melbourn SG8 6AD
Decision: Permission granted
MPC Original comment: Support
Noted
- b) [20/04368/HFUL](#) Proposal: Internal and external repairs and alterations. Site address: 3 The Moor Melbourn Royston Cambridgeshire

Signed:..... Dated:

Decision: Permission granted
MPC Original comments: Support
Noted

- c) [20/04196/HFUL](#) Proposal: Two storey side extension. Site address: 77 Orchard Road Melbourn SG8 6BB

Decision: Permission granted
MPC Original comment: Support
Noted

- d) [20/04382/FUL](#) Proposal: Change of use of former public house to dwelling and erection of 4 no. dwellings with associated development. Site address: 29 High Street Melbourn Royston Cambridgeshire

Decision: Refused
MPC Original comment: Object
Noted

PL071/20 Correspondence

- a) To consider correspondence from SCDC re Conservation Area Appraisals

Discussion with regard to proposed changes to Conservation Area. **ACTION:** Members to email comments to the Clerk for collating and discussion at the Planning Committee meeting on 8 February and to respond to the consultation before the deadline on 15 February 2021.
ACTION: Clerk to check boundary of 1 Greenbanks with regard to recent removal of trees and installation of wooden fencing.

- b) To consider correspondence re Sunnica Energy Farm : Statutory Consultation

Noted that this solar farm is in Burwell. **ACTION:** Clerk to respond advising that we have no comments.

- c) To note correspondence regarding Buildings at Risk Register, South Cambridgeshire: 59-61 High Street, Melbourn

The correspondence was noted.

- d) To note correspondence regarding carriageway patching : Cambridge Road (A10 to speed limit)

This was noted

- e) To consider submitting comments with regard to Foxton's Neighbourhood Plan

Discussion with regard to Neighbourhood Plans generally and their benefit with regard to future unwanted development. **ACTION:** Comments to be forwarded to the Clerk to be collated for discussion at the Planning Committee meeting on 8 February 2020.

- f) To note changes to processing of tree work applications

The correspondence was noted.

PL072/20 Planning Applications:

- a) [S/2627/19/VC](#). Proposal: Variation of conditions 4 (Hard and soft landscapes) 5 (Hard and soft landscapes) and 6 (Metal railings) of planning permission S/3448/17/RM (Reserved matters application for the approval of details of appearance scale layout and landscaping for the construction of a 75-bed care home new vehicular and pedestrian access in respect of outline planning permission ref: S/2791/14/OL). Site address: Land East Of New Road New Road Melbourn SG8 6BX. Applicant: McGoff Construction Ltd.

Item to be deferred to Planning Committee meeting on 8 February 2021

- b) [20/05074/TELNOT](#) Proposal: Installation of 2 x 9m wooden poles (7.2m above ground). Site address: Land At East Farm Bramley Avenue Melbourn Royston. Applicant: Openreach .

It was:

RESOLVED to support the application with no comment.

Proposed Cllr Clark, seconded Cllr Cowley. All in favour.

- c) [20/04927/FUL](#) Proposal: Construction of a single storey dwelling with flat green roof and car parking (resubmission of 20/02773/FUL). Site address: Land To The Rear Of 151 To 155 High Street Melbourn SG8 6AT Applicant: Mr Graham Newton

Item to be deferred to Planning Committee meeting on 8 February 2021

- d) [20/04174/LBC](#) Proposal: Re-glazing of selected external windows with double glazed glass panes. Existing single glazed panes will be replaced by thin heritage double glazed units fitted in existing window frames in the older part of the building. Site address: The Pink Geranium 25 Station Road Melbourn Royston

Noted that this application had been withdrawn.

- e) [20/05197/HFUL](#) Proposal: New porch at the front of house. Rear single-storey infill extension. Replacement garage with new first floor extension (Re-submission of 20/03602/HFUL) Site address: 2 Chapmans Close Melbourn SG8 6AH Applicant: Johnson-Smith.

Item to be deferred to Planning Committee meeting on 8 February 2021

- f) [S/4535/19/CONDA](#) Proposal: Submission of details required by condition 23 Part C (Verification Report) of planning permission S/4535/19/VC Site address: Melbourn Science Park Cambridge Road Melbourn Cambridgeshire Applicant: Melbourn Science Park Limited

Item to be deferred to Planning Committee meeting on 8 February 2021

- g) [20/01931/CONDA](#) Proposal: Submission of details required by condition 4 (Planting Plan), 5 (Construction Ecological Management Plan), 6 (Landscape & Ecological Management Plan), 7 (Right of Way), 8 (Surface Water), 9 (Management & Maintenance of Surface Water Drainage) & 10 (Lighting Design Strategy for Biodiversity) of planning permission 20/01931/FUL Site address: Melbourn Village College The Moor Melbourn SG8 6EF Applicant: Mr Jan Berridge.

Item to be deferred to Planning Committee meeting on 8 February 2021

- h) [20/04882/HFUL](#) Proposal: Erection of wooden shed in the front garden. Site address: 1A Trigg Way Melbourn Royston Cambridgeshire Applicant: Shire Tree Ltd .

Item to be deferred to Planning Committee meeting on 8 February 2021

- i) [S/3989/19/CONDA](#) Proposal: Submission of details required by conditions 3 (Surface Water Drainage), 4 (Surface Water Maintenance), 5 (Foul Drainage), 9 (Arboricultural Method Statement), 10 (Scheme of Ecological Enhancement), 11 (Materials) and 12 (Lighting) of planning permission S/3989/19/FL Site address: Cambridge Technology Centre Back Lane Melbourn Royston Applicant: GTA Interior .

Item to be deferred to Planning Committee meeting on 8 February 2021

- j) [20/04639/FUL](#) Proposal: Demolition of existing cottage and the erection of a replacement dwelling with associated workshop and cartlodge (resubmission of 20/03726/FUL). Site address: Summer House Cottage Summer House Farm New Road Melbourn Applicant: Mr PH & Mrs EJ Green Wedd & Green.

Item to be deferred to Planning Committee meeting on 8 February 2021

Signed:..... Dated:

- k) [20/05163/FUL](#) Proposal: Flexible change of use to enable an MOT Centre including servicing and repairs and retention of the B1 (Light Industrial Use) Site address: Unit 2 Saxon Way Melbourn Royston Applicant: Mr Edmans.

Item to be deferred to Planning Committee meeting on 8 February 2021

- l) [S/4333/19/CONDA](#) Proposal: Submission of details required by condition 4 (Tree Protection strategy) of planning permission S/4333/19/FL Site address: 43 High Street Melbourn Royston Cambridgeshire Applicant: Mr Paul Dalton-Borge

Item to be deferred to Planning Committee meeting on 8 February 2021

- m) [S/4484/19/CONDA](#) Proposal: Submission of details required by conditions 3 (Metalwork) and 4 (Stonework) of listed building consent S/4484/19/LB. Site address: 43 High Street Melbourn SG8 6DZ Applicant: Mr Paul Dalton-Borge.

Item to be deferred to Planning Committee meeting on 8 February 2021

- n) [20/2468/TTCA](#) Site address: 2 Water Lane Melbourn SG8 6AY Proposal: SPRUCE - Reduce to clear adjacent house by approximately 1.5m, re-trim all round ASH IN ADJACENT GARDEN - Reduce spread only above garage by approximately 2- 2.5m, taper into remainder of canopy SYCAMORE IN ADJACENT GARDEN - Reduce spread only above garage by approximately 2- 2.5m, taper into remainder of canopy

It was:

RESOLVED to support this application with no comment.

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

- o) [S/2424/18/CONDC](#) Proposal: Submission of details required by condition 20 (Prevention of increased risk of flooding) of planning permission S/2424/18/FL Site address: 36 New Road Melbourn SG8 6BY Applicant: Prime Crest Homes Ltd

Item to be deferred to Planning Committee meeting on 8 February 2021

- p) [20/05238/S73](#) Proposal: S73 application to vary conditions 2 (Approved Drawings) and 8 (Hard and Soft Landscaping) of planning permission S/3989/19/FL (Erection of an external building entrance with porte-cochere and new pedestrian and vehicular access with associated external works to the landscape and lower car park area) to amend the access material and clarify the roof of the canopy. Site address: Cambridge Technology Centre Back Lane Melbourn SG8 6DP Applicant: GTA Interior

Item to be deferred to Planning Committee meeting on 8 February 2021

- q) [20/05281/HFUL](#) Proposal: New outbuilding within garden Site address: Langdale Farm Cambridge Road Melbourn SG8 6EY Applicant: Mr Jason Usher

Item to be deferred to Planning Committee meeting on 8 February 2021

PL073/20 Enforcement updates: To consider any enforcement updates received since last meeting
None received.

PL074/20 To note the date of next meeting
8 February 2021

The meeting closed at 20:15

Signed:..... Dated:

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

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Present: Cllrs Kilmurray (Chair), Clark, Cowley, Hart, Kent

Absent:

In attendance: Claire Littlewood – Parish Clerk, District Cllr Hales

PL055/20 To receive and approve apologies for absence

Apologies were received from Cllrs Buxton and Wilson. Acceptable reasons were given.

It was:

RESOLVED to accept the apologies from Cllrs Buxton and Wilson.

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

PL056/20 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 noted an interest in PL062/20m) as a friend of the applicant

Cllr Kent noted an interest in PL062/20A) as a friend of the applicant

PL057/20 To approve the minutes of the Planning Committee Meeting on 9 November 2020

It was:

RESOLVED to approve the minutes of the Planning Committee Meeting of 9 November 2020 as an accurate record.

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

PL058/20 To report back on the minutes of the Planning Committee Meetings on 9 November 2020

Clerk reported by both she and District Cllr Hales had made enquiries as to the incorrect description of the dwelling at 38 Water Lane as detached when it was a semi-detached dwelling. Confirmed that planning permission was granted on the basis of the description in the planning application.

PL059/20 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 in attendance.

PL060/20 Decision Notices: To receive any Decision notices issued since last meeting.

- a) [20/03602/HFUL](#). Proposal: New porch at the front of house. Rear single-storey infill extension. Replacement garage with new first floor extension. 2 Chapmans Close Melbourn SG8 6AH

Decision: Refused

MPC original comment: SUPPOPT

The decision was noted.

- b) [20/03485/HFUL](#). Proposal: Demolition of existing garage, erection of single storey side and rear extension to create annex and erection of attached garage Site address: 9 Dolphin Lane Melbourn SG8 6AF

Signed:..... Dated:

Decision: Permission granted

MPC original comment: SUPPORT

The decision was noted.

- c) [20/03585/FUL](#). Proposal: Demolition of an existing single storey porch structure and the construction of a new 2 storey front extension to comprise a porch area and bedroom extension. Site address: 29 And 31 Fordham Way Melbourn Royston Cambridgeshire

Decision: Permission granted

MPC original comment: SUPPORT

The decision was noted.

- d) Appeal Ref APP/W0530/D/20/3252767. Town and Country Planning Act 1990. Appeal by Mrs Wendy Bishop. Site Address: Hillside House, Newmarket Road, Royston, Hertfordshire, SG8 7LZ

Appeal decision: Appeal granted

The decision was noted.

- e) [20/04085/HFUL](#). Proposal: New front boundary wall and railings, new porch and dormer roofs adaptation - Resubmission of 20/02893/HFUL. Site address: 116 High Street Melbourn SG8 6AL

Decision: Permission granted

MPC original comment: SUPPORT

The decision was noted.

- f) [20/04214/HFUL](#). Proposal: Conversion of attached garage to dayroom Site address: 12 Elm Way Melbourn SG8 6UH.

Decision: Permission granted

MPC original comment: SUPPORT

The decision was noted.

- g) [20/04480/S74B](#) - S74B to vary condition 19 of permission S/1123/18/DC to change the construction hours to 0600 hours - 2100 hours Monday to Friday and 0730 hours to 1700 hours on Saturdays. No working on Sundays or Bank Holidays for a temporary period from 19.11.2020 to 31.03.2021. Site address: Land Off New Road Melbourn New Road Melbourn SG8 6BY. Applicant: Hopkins Homes Limited

Decision: Approval of Temporary Construction Hours

MPC comment: No comment

The decision was noted.

- h) [20/04723/S74B](#). Proposal: S74B application to vary condition 20 of permission S/2791/14/OL (residential development of up to 199 dwellings plus a care home of up to 75 beds new vehicular and pedestrian accesses from New Road public open space and a landscape buffer) to change the approved construction working hours to 06:30 - 21:00 Monday - Friday, 07:30 - 17:00 Saturdays, with no external construction works being carried out outside of the hours of 07:00-18:00 Monday to Friday and 07:30- 17:00 on Saturdays and no Sunday or Bank Holiday working for a temporary period of 01/12/2020 to 31/03/2021. Site address: Land To The East Of New Road Melbourn Cambridgeshire. Applicant: Hopkins Homes Ltd

Decision Notice: Approval of Temporary Construction Hours

MPC comment : No comment

The decision was noted.

Signed:..... Dated:

- i) [20/2274/TTCA](#). Proposal: T.1 Conifer - Fell to ground level due to excessive shading. Tree has become too large for area and is blocking light and dropping debris in pond. T.2 Holmoak - Remove 1x lower branch 25cm in diameter and approx. 2M long. Site address: 44 High Street Melbourn SG8 6DZ. Applicant: Brett.

Decision Notice: No objection

MPC comment: No comment

The decision was noted.

PL061/20 Correspondence

- a) [20/01628/FUL](#). Appeal: Demolition of Existing Garage and erection of 1 no. dwellinghouse. 11 Portway Melbourn SG8 6EU. Appellant: Mr & Mrs Tom Pollard. Inspectorate Ref: APP/W0530/W/20/3258959. Appeal Start Date: 9th November 2020

The Appeal was noted

- b) Notification of emergency drainage repairs and application to extend permitted working hours. Melbourn Science Park, Cambridge Road, Melbourn.

The notification was noted

- c) News release from District Planning Authority with regard to proposed new town of Thakeham

Noted that there is currently no planning status for this proposed development. Noted that South West Cambridge Action Group has been set up. A representative from the Parish Council will attend online meetings and report back.

PL062/20 Planning Applications:

- a) [S/0218/20/FL](#). Proposal (Amendment): Construction of a new dwelling & associated alterations to the existing site entrance. Site address: Land Rear Of 90 High Street Melbourn Royston SG8 6AL. Applicant: Cecilia Murphy-Roads.

Discussion with regard to neighbour's comments on shared driveway. Noted property is in Conservation Area. Query whether there are restrictions relating to developments affecting Stockbridge Meadows Nature Reserve.

It was:

RESOLVED to support no comment:

Proposed Cllr Cowley, seconded Cllr Clark. In favour: Cllrs Cowley and Clark. Against: Cllrs Hart and Kilmurray. Abstain: Cllr Kent.

The resolution was not carried.

Cllr Kilmurray as Chair exercised the casting vote to:

RESOLVE to object to the application on the following grounds:

- Conservation team has highlighted the scale of the proposed dwelling;
- Development is out of keeping.

The resolution was carried.

District Cllr Hales noted that Stockbridge Meadows is not a designated nature reserve with associated restrictions on development. Conservation Team's comments incorrectly appear to suggest that this is the case.

- b) [20/04174/LBC](#). Proposal: Re-glazing of selected external windows with double glazed glass panes. Existing single glazed panes will be replaced by thin heritage double glazed units fitted in existing window frames in the older part of the building. Site address: The Pink Geranium 25 Station Road Melbourn Royston. Applicant: Mr Christopher Carter.

Signed:..... Dated:

It was:

RESOLVED to support with no comment.

Proposed Cllr Clark, seconded Cllr Cowley. All in favour.

- c) [20/04382/FUL](#). Proposal: Change of use of former public house to dwelling and erection of 4 no. dwellings with associated development. Site address: 29 High Street Melbourn Royston Cambridgeshire. Applicant: Cambridge and County Developments Ltd .

Discussion with regard to concerns over loss of village amenity. Noted that development would lead to loss of parking area. Discussion with regard to approaching CoOp to suggest this as an appropriate site for relocation with additional parking. Would reduce current traffic difficulties in the centre of the village.

It was:

RESOLVED to object to the application with the following comments:

- Loss of village amenity;
- Retention of commercial properties more essential than additional residential properties in the village;
- Area has good parking facilities for customers and deliveries (very close to main village car park);
- Perennial problem with deliveries in the middle of the village;
- Currently relying on goodwill of Leeches Butchers to allow free use of their car park for drivers using High Street shops etc in the middle of the village;
- The Parish Council would prefer this building to be used for commercial purposes than residential dwellings.

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

ACTION: Clerk to write to CHS (owners of the property) and CoOp to highlight our concerns and to suggest this as a suitable site for a village shop with parking.

- d) [20/04456/LBC](#). Proposal: Replacement of 2 No. window units and existing door. Site address: 5 The Moor Melbourn SG8 6ED. Applicant: Mr Asa Hope.

It was:

RESOLVED to support the application with no comment.

Proposed Cllr Hart, seconded Cllr Clark. All in favour.

- e) [20/2326/TTCA](#). Proposal: T.1 mixed species hedge/trees - Reduce height of mixed species trees (ash , beech , hawthorn) to approx 4m from ground level leaving 2 mature trees in middle of hedgerow. Originally cut as a hedge which has now grown into multiple tall and skinny trees. Neighbouring rear gardens are complaining of no light and lots of debris falling. Trees to be topped into hedge and trimmed thereafter to maintain height / screen for boundary to school. Site address: Melbourn Village College The Moor Melbourn SG8 6EF. Applicant: Melbourn Village College

No comment.

- f) [20/04570/HFUL](#). Proposal: Replacement fence at the boundary of the rear garden. Site address: 5 Rupert Neve Close Melbourn SG8 6FB. Applicant: Arthur D. Little

Discussion with regard to erection of wooden fence without permission. Position of current fence appears to extend beyond original chain link fence line. Noted that verge along footpath is overgrown and causing obstruction.

It was:

RESOLVED to object on the following grounds:

Signed:..... Dated:

- The applicant removed the hedge and erected a fence despite planning permission being specifically denied for this.
- The new fence that has been erected by the applicant is well beyond the original border of the property (as defined by the original chain link fence) and so has taken some of the land that belongs to Highways
- We would like the new chain-link fence to be erected along the original line - as witnessed by the original chain link fence still in place demarking the adjacent properties - not along the line of the boarded fence.
- We would like the hedge to be reinstated as the same type of hedge that previously existed along the high street, and still exists along the property line of the adjacent houses.
- We would like the bank along the footpath to be reinstated to the same level as original so as not to impose on the footpath and make it appear overly narrow.

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

- g) [20/2180/TTCA](#). Proposal: (Amended) S1-3 Sycamore and HC1 horse chestnut require cutting back to the border line (due to overshadow the gardens and greenhouse, considerably restricting light and causing a nuisance to them). S1 Sycamore also requires thinning 30% (due to overshadowing property). S3 Sycamore requires two large dead branches removed and and a branch removed that threatens to block access to the two bungalows for larger vehicles. Leylandi/fir Ln and Acer A1 overshadow our garden from no.19 and require cutting back to the border. W1 Walnut tree to crown thinning 5%, which represents a single bough of 7m (to reduce the potential for damage to the garage and house respectively). W2 Walnut tree tyo crown thinning 10% (to reduce the potential for damage to the garage and house respectively). P1 Prunus and CB1 Copper Beech require a small amount of work to top them and stop them overshadowing neighbouring gardens. Site address: 19A High Street Melbourn SG8 6ER. Applicant: Mr Neil Smith.

No comment.

- h) [20/01210/CONDA](#). Proposal: Submission of details required for condition 11 (carbon emissions) of planning permission 20/01210/FUL Site address: 38A Water Lane Melbourn Royston Cambridgeshire Applicant: Mr Matthew Simpson.

It was:

RESOLVED to support the application with no comment.

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

- i) [20/04639/FUL](#). Proposal: Demolition of existing cottage and the erection of a replacement dwelling with associated workshop and cartlodge (resubmission of 20/03726/FUL). Site address: Summer House Cottage Summer House Farm New Road Melbourn. Applicant: Mr PH & Mrs EJ Green Wedd & Green

It was:

RESOLVED to support the application with no comment.

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

- j) [S/4035/17/CONDA](#). Proposal: Submission of details required by condition 5 (Surface water Drainage) of planning permission S/4035/17/FL. Site address: 19 Hale Close Melbourn SG8 6ET. Applicant: Mrs Melanie Pelploe.

No comment.

- k) [20/04712/CL2PD](#). Proposal: Certificate of lawfulness under section 192 for a proposed loft conversion with rear dormer and roof lights Site address: 38 The Moor Melbourn SG8 6ED. Applicant: Mr & Mrs Hay.

Signed:..... Dated:

It was:

RESOLVED to support the application with no comment.

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

- l) [S/3897/19/NMA1](#). Proposal: Non material amendment of planning permission S/3897/19/FL (Alterations to existing access road and reprovision of car parking spaces with landscaping and associated infrastructure works) for an Amendment to surface material for 2 crossing points, new concrete blister paving added at junction points with cycle path, replacement of kerb detail adjacent to employment unit and amendment to surface material for car parking area for units 13-16 Site address: Melbourn Science Park Cambridge Road Melbourn Royston. Applicant: Melbourn Science Park Limited

It was:

RESOLVED to support the application with no comment.

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

- m) [20/04196/HFUL](#). Proposal: Two storey side extension. Site address: 77 Orchard Road Melbourn SG8 6BB Applicant: Mr and Mrs Kulina.

It was:

RESOLVED to support the application with no comment.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray. In favour: Cllrs Cowley, Kilmurray, Hart, Kent. Abstain: Cllr Hart.

- n) [20/04787/S73](#). Proposal: S73 variation of condition 2 (approved plans) of planning permission 20/01210/FUL (New detached dwellinghouse) Site address: 38A Water Lane Melbourn Royston Cambridgeshire. Applicant: Mr Matthew Simpson.

Discussion noting concerns that this appears to development by degree with numerous applications not all of which clearly set out what is proposed. Concern that applications for this development have not been made in good faith. Unclear from this applicant what the amendment is.

It was:

RESOLVED to object to the application on the following grounds:

- There have been continual incremental changes to the planning application such that what is now being asked for is a very different thing than was originally proposed.
- Initial application for a detached dwelling – refused
- Then an extension with the same footprint – approved
- This was then changed to a 2 bed semi-detached/end-of-terrace dwelling – approved
- Now this has been changed again to a 3 bed semi-detached/end-of-terrace dwelling.
- From the start, the Parish Council has objected to this as over development and this latest amendment appears to be increasing the size of the first floor

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

- o) [20/05024/PRI03M](#). Proposal: Prior approval for change of Use from Class A1 (Hairdressers) to Class C3 (Dwellinghouse) Site address: 10 The Moor Melbourn Royston Cambridgeshire Applicant: Melbourn Properties Limited

Concern was noted that this is potential loss of another village amenity and commercial space.

It was:

RESOLVED to object to the application on the following grounds:

- Loss of village amenity. The Parish Council would prefer this property to be retained for commercial use (possibly shop or office space).
- There is a shortage of commercial properties with Class A1 use in the village.

Signed:..... Dated:

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

- p) [S/3989/19/NMA1](#). Proposal: Non material amendment of planning permission S/3989/19/FL (Erection of an external building entrance with porte-cochere and new pedestrian and vehicular access with associated external works to the landscape and lower car park area) to 1) Change of material to access and 2) Amendment to canopy Site address: Cambridge Technology Centre Back Lane Melbourn SG8 6DP. Applicant: GTA Interior

Cllr Kilmurray declared an interest in this item. Cllr Cowley took the Chair.

It was:

RESOLVED to support with no comment.

Proposed by Cllr Hart, seconded by Cllr Clark. In favour: Cllrs Cowley, Clark, Hart, Kent.

Abstain: Cllr Kilmurray.

Cllr Kilmurray resumed the Chair.

PL063/20 Enforcement updates: To consider any enforcement updates received since last meeting

None for discussion.

PL064/20 To note the date of next meeting

The next meeting of the Planning Committee will be held on 25 January 2021. Noted that this later date is due to rescheduling Parish Council and Planning Committee meetings in January to accommodate precept discussions.

The meeting closed at 21:12

Signed:..... Dated:

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 25 January 2021

Agenda Item: PL071 20a)

Conservation area appraisals

The Historic Environment team of the Greater Cambridge Shared Planning Service are currently undertaking a programme of reviews of conservation areas and their appraisals.

A conservation area appraisal reviews a conservation area to decide if the existing assessment of its character is up to date. Where there is no existing appraisal for a conservation area, the appraisal will capture and record the character of the area.

The conservation area in Melbourn has not previously had an appraisal, so it requires an update. We have now completed a draft appraisal.

There is not a statutory requirement to consult with local communities or stakeholders, but we feel it is important to hear a range of views on the draft appraisals before they are finalised. Please note that this appraisal does recommend changes to the conservation area boundaries to include significant new areas within the conservation area, and exclude some small areas currently inside the conservation area.

We have therefore published [a consultations page for the Conservation Area Appraisals](#) where the draft appraisals can be found and a survey to collect feedback, and we will be informing building owners affected by the boundary changes, that it is now open for their review and comment. We would be grateful for your help in publicising this consultation to Melbourn residents, and we would of course welcome a response from the parish council itself.

The draft appraisals are open for comment from today, Monday 18th January, to Monday 15th February 2021. All comments received will help to shape the final document which will be put forward for adoption.

Please let us know if you have any queries about this process, and we look forward to receiving any comments the Parish Council may have.

Kind regards,

Tony Collins

Tony Collins | Principal Conservation Officer

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge,
CB23 6EA
www.scambs.gov.uk
03450 450500



PRIVATE AND CONFIDENTIAL

The Clerk
Melbourn Parish Council

Greater Cambridge Shared Planning Service
gail.broom@greatercambridgeplanning.org

Date 11.01.2021

Direct dial: 07514 926518

Reference: BAR 9

Dear Ms Littlewood

Buildings at Risk Register, South Cambridgeshire: 59-61 High Street, Melbourn

We are writing to the Parish Council to advise you that following assessment against our criteria, the **property above has been included on the latest Buildings at Risk register** for Greater Cambridge Shared Planning Service which covers both South Cambridgeshire District and Cambridge City. The owners of the building have been notified separately that their building is on the Register.

South Cambridgeshire District Council has maintained a register of listed buildings at risk for several years and we have recently carried out a review with the purpose of identifying buildings at risk of neglect, lack of maintenance, vacancy or vandalism, in the hope of working with owners to address any immediate risks and urgent works.

The intention of the register is to identify these vulnerable structures, so we can begin working with the owners to agree any necessary urgent works to keep the building secure, weathertight and structurally sound. Working in collaboration with owners is always our preference; however, Local Authorities do have powers under the Planning (Listed Buildings and Conservation Areas) Act, 1990 to require works to be carried out to safeguard listed buildings at risk and to recover costs from owners.

The full register will be available to view on the Greater Cambridge Shared Planning Service website.

Please do not hesitate to contact me if you have any other queries.

Yours sincerely,

Gail Broom

Principal Conservation Officer

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 25 January 2021

Agenda Item: PL071 20e)

Foxton Neighbourhood Plan

From: Neighbourhood Planning <Neighbourhood.Planning@greatercambridgeplanning.org>

Sent: 11 January 2021 17:34

Subject: Foxton Neighbourhood Plan - resuming the public consultation

Dear Parish Councils

Foxton Parish Council submitted the Neighbourhood Plan for its parish to us (South Cambridgeshire District Council, SCDC) on 10 February 2020, along with its supporting documents. You have received this email because you are a consultee or have asked to be notified.

We began a public consultation on 10 March 2020 seeking views on the Neighbourhood Plan. However, this consultation had to be suspended due to the onset of the Covid-19 pandemic and the restrictions this imposed on how we could meet the national regulatory requirements regarding neighbourhood plan consultations.

As the impact of the Covid-19 pandemic has continued into the autumn we have had to consider how we could adapt our public consultations on neighbourhood plans to ensure everyone's safety whilst still complying with current national regulations. To ensure this we have decided that anyone wishing to inspect a hard copy of neighbourhood plan documents out for consultation will be able to request a copy by contacting the Planning Policy Team (See Contact details below). Our Statement of Community Involvement has been updated to reflect this change in how we make documents available to the public for inspection. We are therefore now able to resume the consultation on the Foxton Neighbourhood Plan.

We are therefore now seeking your views on the Neighbourhood Plan before it is considered by an examiner and can proceed towards a referendum. **Comments can be submitted to SCDC between 9am on Tuesday 12 January and 5pm on Tuesday 23 February 2021.**

How can I make comments?

There are a number of ways that you can comment:

- By using the online consultation system: <https://scambs.oc2.uk/>
- By emailing us at neighbourhood.planning@greatercambridgeplanning.org
- By writing to us at Planning Policy Team, SCDC, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

Please include your name, and both your postal and email addresses with any comments so we can keep you informed on the progress of the Neighbourhood Plan.

Where can I view the Neighbourhood Plan and its supporting documents?

To view the Neighbourhood Plan and its supporting documents, visit:
www.scambs.gov.uk/FoxtonNP

You can request a hard copy of these documents by

- Telephoning us at 01954 713183
- emailing us at neighbourhood.planning@greatercambridgeplanning.org

What is the Foxton Neighbourhood Plan?

A Neighbourhood Plan is a way for communities to take a proactive approach to deciding the future of the places where they live and work. Once 'made' (adopted) a Neighbourhood Plan has the same legal status as the district wide Local Plan, and alongside the Local Plan will be used in deciding planning applications that fall within its area. Further information is available on our website:

www.scambs.gov.uk/neighbourhood-planning

The Foxton Neighbourhood Plan sets out a range of planning policies which cover many issues that are considered important to the local community. This includes policies for conserving the essential village character; meeting local housing needs; protecting existing community facilities and green spaces in the village and encouraging a successful economy.

We look forward to receiving your comments on the Foxton Neighbourhood Plan.

Receiving future updates

You can opt-in or opt-out of receiving future mailings in relation to public consultations or notifications on planning policy documents by logging in to the [South Cambridgeshire District](#) consultation database and choosing the 'areas of interest' that you would like future mailings about. When you log in, you will find the list of 'areas of interest' under 'My Details'. The 'areas of interest' available to opt-in or out of within the two consultation databases are different as the 'areas of interest' either relate to planning policy documents for South Cambridgeshire or Cambridge. You can also find our privacy notice on the Councils websites via the above links.

Yours faithfully

Jonathan Dixon

Jonathan Dixon

Planning Policy Manager

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 25 January 2021

Agenda Item: PL071 20f)

Changes to s211 Conservation Area Tree Work Notices or TPO applications

Dear Parish Clerk,

This is just a quick email to update you and your council/meeting, on behalf of the Greater Cambridge Shared Planning Trees Team, of some changes as to how we process tree work cases and announce them to you. I am sure you have noticed that in recent weeks you have not received any tree work case announcements, even though cases have appeared on the weekly list of all planning applications in your area.

Background

In the Autumn, several Parish Councils commented that they would like greater clarity about what to do when they receive letters from the Trees Team relating to a S211 conservation area tree work notice or TPO tree works application which have been submitted to South Cambridgeshire District Council (SCDC).

They asked about when/ if they should comment, how long they had to make any comments, and what comments could be made which would be material to the SCDC decision process.

By way of background, the Council has just 6 weeks to take a view on S211 tree work notices and if it does not do so, the works are deemed to be able to go ahead, no matter how substantial. The Council has 8 weeks to determine TPO tree work applications, after which applicants can appeal to the Planning Inspectorate for non-determination. Whilst there is no statutory requirement for any consultation for any tree work cases, to date we have always notified Parish Councils/Meetings of tree cases in their respective areas.

In response to this request, over the last month the Trees Team has reviewed our letters and our processes. This letter aims to provide you with clarity. We will trial this approach for 6 months and then seek to review it and will seek your comments on it.

Our Team

We have two officers in the team: Miriam Hill – the Trees Officer, and Jay Patel - Assistant Trees Officer, who currently validate and consider over a thousand S211 tree work notices or TPO tree work applications per year. They also comment/advise, as required, on planning applications for development in the district (approx. 750 applications per year) and run our tree warden network.

Changes to the process/new look letters:

From this week (Mon11th January), to help provide clarity, SCDC Tree Teams will continue to notify parish council/meetings of ALL S211 tree work notices or TPO tree work applications in their parish but will divide them into two categories – minor and major and send out different letters.

Letter One (major tree work cases)

For all *major* tree work cases (either S211 tree work notices or TPO tree work applications), the Trees Team will send a letter to the Parish Council/meeting. The Parish (or any other person) will have an opportunity to comment - 10 days - on the case should it wish. Comments should be made via the website. All cases considered to be *major* contain one or more of the following:

- crown reductions or pollarding for the first time,
- crown reductions or pollarding beyond previous pruning points,
- thinning or felling,
- front garden, public land or churchyard tree works,
- removal or topping outgrown hedgerows,
- unusual species,
- species/trees which may have historical or cultural meaning to the locality, and/or
- other matters of interest.

These cases require a SCDC Officer to visit the locality to assess the case. The time for comment is limited given the tight overall timeframe for considering these cases. Please note that in general, SCDC will not be able to give extended consultation periods due to the tight timelines involved and the resources available to the Trees Team.

In terms of what comments would be material to the decision, these should relate to the amenity of the tree, the impact of the works on the tree or locality, and with TPO tree work applications how the proposal is not justified or reasonable.

Letter two (minor tree work cases)

These relate to minor works (defined below) and will be for your information and to note.

For all *minor* tree work cases (either S211 tree work notices or TPO tree work applications), SCDC will look to determine the case immediately. Finalising minor cases will allow the time to focus on those cases which do need more time and consideration. The proposed tree works are considered to be *minor* as they include one or more of the following:

- felling dead/partially failed trees (with proof),
- crown lifting, epicormic or tipping back off lines or structures,
- repeat crown reductions or re-pollarding,
- trees not easily or clearly visible from public places,
- removal or topping evergreen (cypress) hedgerows,
- limited visibility trees such as rear garden trees, and/or
- pruning ornamental or fruit trees such as apples and pears.

This is a similar process which the team currently use but we hope the different letters will give greater clarity to those parishes which do not have many tree cases from year to year and/or who do not have a lead spokesperson for parish trees.

Many parish representatives attended the Tree Wardens event 'Pruning Protected Trees' in March 2019 and we hope to provide similar training again in February to those who are interested. More details will be released nearer to the time but as the sessions will be remote, we do hope you will be able to attend.

For any questions or queries you may have, please contact planning.trees@scambs.gov.uk