



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.

Telephone: 01223 861447.

Email: clerk@miltonvillage.org.uk.

Website: www.miltonvillage.org.uk.

TO ALL MEMBERS OF THE PARISH COUNCIL PLANNING COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Planning Committee to be held in the Bowls Pavilion on Monday 1 July 2024 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*
Date of issue: 25 June 2024

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 17 June (Appendix 1)**
3. **Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda;
To receive written requests for dispensations for disclosable pecuniary interests (if any);
To grant any requests for dispensation as appropriate.
4. **Public Participation – members of the public are invited to speak**
5. **Terms of Reference:**
To review and agree the Terms of Reference for the Planning Committee, (Appendix 2)
6. **Decisions Received:**
24/02114/CL2PD – 64 Coles Road Milton – Certificate of lawfulness under S192 for replacement flat roof to rear with 2no flat rooflights, installation of patio doors, relocation of side access and new window to side elevation. **Certificate Granted.**
24/01605/CL2PD – 430 Cambridge Science Park Milton – Certificate of lawfulness under S192 for the provision of additional parking area as shown on consented drawings following the grant of outline planning permission under ref S/0179/13/OL and reserved matters approved under ref S/1650/13/RM with respect to the approved and implemented scheme at 430 Cambridge Science Park. **Certificate Granted.**
24/01517/HFUL – 9 The Oaks Milton – Infill extension and conversion of garage into habitable space. **GRANTED PERMISSION.**
7. **New:**
24/02281/HFUL – 5 Lander Close Milton CB24 6EB – First floor side extension.
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02281/HFULL>
8. **Date of next meeting**
Monday 19 August 2024 – 7:30pm

APPENDIX 1

Minutes of the Planning Committee Meeting of Milton Parish Council held on Monday 17 June 2024 at 7:00pm in the Bowls Pavilion

Present: D Owen (Chair), P Ellwood (PE), H Smith (HMS)

In Attendance: S Corder (Clerk)

Members of Public: 1

1. Apologies for absence

R Farrington (personal), J Coston (personal)

2. To APPROVE the minutes of the meeting held on Monday 20 May 2024

DO Proposed to accept the minutes of Monday 20 May 2024 as a true record – HMS Seconded
ALL AGREED

3. Declarations of interest and dispensations:

To receive declarations of interest from councillors on items on the agenda; None

To receive written requests for dispensations for disclosable pecuniary interests (if any); None

To grant any requests for dispensation as appropriate. None

4. Public Participation – members of the public are invited to speak

1 member of public in attendance – applicant for 66 Fen Road

5. Decisions Received:

24/01335/HFUL – 12 High Street, Milton – Single storey side and rear extension and a new annexe in the rear garden **GRANTED PERMISSION**

24/00613/CONDA – 26 Church Lane, Milton – Submission of details required by condition 3 (arboricultural method statement) of planning permission 24/00613/HFUL **DISCHARGE CONDITION IN FULL**

24/01020/S73 – Land South West of Milton Park & Ride, Milton (Police Station) - S73 to vary conditions 2 (Approved plans) and 4 (Hard and Soft Landscape works) of planning permission 21/04597/S73 (S73 to vary condition 2 (approved drawings) of ref: 20/04010/FUL (One and two storey building containing offices, custody suite and associated facilities, new access, internal access roads, hardstanding, car parking areas, landscaping, drainage attenuation features, lighting and means of enclosure) to show minor amendments increase to parapet wall to rear custody suite roof and internal enclosure of roof mounted plant and machinery **GRANTED PERMISSION**

6. New:

24/02114/CL2PD – 64 Coles Road, Milton – Certificate of lawfulness under S192 for replacement flat roof to rear with 2no flat roof lights, installation of rear patio doors, relocation of side access door and new window to side elevation **FOR INFORMATION ONLY**

7. 24/01797/HFUL – 66 Fen Road, Milton – Installation of an air source heat pump to the side elevation **SUPPORTS**

8. 24/02080/FUL – 101 Cambridge Science Park, Milton – Installation of rooftop plant equipment, alterations to external elevations, gas cages, waste storage area and associated work **HAS NO RECOMMENDATION**

9. 24/01942/FUL - 270 Cambridge Science Park, Milton – Installation of 8no condensing units to the plant deck roof level **HAS NO RECOMMENDATION**

10. Dates of next meeting

Monday 1 July 2024 – at 7:30pm

Meeting closed at 7:10pm

Signed:

Date:

APPENDIX 2

Milton Parish Council

Planning Committee

Terms of Reference

Membership

- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

Quorum

The quorum necessary for the transaction of any business shall be **THREE**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if it continues no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Committee

- **The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.**
- **The Committee may invite persons to meet with the Committee in an advisory capacity.**
- **Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.**
- **Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.**

Frequency of Meeting

The Committee shall normally meet on the third Monday each month as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Planning Committee has the delegated authority to:

- Make representations to the appropriate planning authority on applications for planning permission
- Make representations in respect of appeals for or against the refusal of planning applications
- Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective

Clerks Delegation of Powers

The Clerk may spend on any matter deemed as an emergency, up to **£1,000**

Document History			
Status	Date	Minute	Version
Reviewed by Clerk	June 2024		
Draft to Committee	1 July 2024		4
Council Approved			
Next Review	July 2024 or changes in legislation		

Version 1: 2013

Version 2: 2019

Version 3: 2022