

## parish clerk

**From:** Planning <Planning@greatercambridgeplanning.org>  
**Sent:** 29 February 2024 12:14  
**To:** parishclerk@melbournpc.co.uk  
**Subject:** Planning Committee Meeting Notification (13/03/2024)

**Flag Status:** Flagged

Greater Cambridge Shared Planning

Applications going to planning committee on 13/03/2024



## Notification

The following planning applications will be considered by the South Cambridgeshire District Council Planning Committee on **13 March 2024**:

Parish	Category	Reference	Address	Proposal	Case Officer
Melbourn CP	Major	<a href="#">23/01134/FUL</a>	Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire	Demolition of 13,594sq.m of existing buildings, alterations and extensions by 1,127 sq.m to retained buildings to allow use within Class E within Ash House, Class E(b) within Moat House and Class C1 within the new wing rear of Moat House, development of 46,031 sq.m of new office and technology research facilities (Class E(g)(i), (ii) and (iii)) including continued use of DaVinci building and 22,941 sq.m of ancillary buildings for vehicle and cycle parking, together with temporary and permanent plant and infrastructure works including formation of two additional vehicular accesses and one additional vehicular egress from Cambridge Road and landscaping.	Michael Hammond

## Time and venue

The meeting begins at 10.00am and is held in The Council Chamber at South Cambridgeshire Hall, Cambourne.

## Participation

As Parish Council, you are entitled to speak and/or present your views at the meeting.

If your Parish Council represents the area in which the application has been made, it is entitled to one 3-minute slot, during which a representative (a Councillor or an agent such as the Clerk) can address the Committee. If your Council would like someone to speak at the meeting, **you must register by no later than 4:00pm two clear working days before the meeting.**

Following the end of temporary legislation allowing for council meetings to be conducted entirely virtually, it is now possible for public speakers to attend a meeting and speak in person. However, because we still need to follow government advice on indoor gatherings and social distancing, the seating available for members of the public will be severely restricted. We therefore would urge you to observe proceedings or participate remotely if possible. If you feel you really need to be present in person, please contact Democratic Services and request a place. Seats might only become available when other people leave the meeting.

If your Parish Council does not represent the area in which the application has been made, but feels that there is a significant impact, it may be invited to address the Committee subject to the discretion of the Committee Chairman.

**Please be aware that the meeting will be livestreamed and recorded.**

Public representations may be made either by a request to speak or by submitting a written representation. Copies of such representations submitted by the deadline will be circulated to committee members and published on the Council's website. For the avoidance of doubt, it is not permissible to make written representations and to also register to speak at the meeting.

If you intend to refer to visual material please submit electronic copies no later than 4:00pm two clear working days before the meeting. Please be aware that any visual material will need to be verified in advance by the Council to ensure it is suitable and has already been in the public domain as part of the online planning file.

The virtual meeting will be held over Microsoft's 'Teams' platform which normally allows screen sharing. Please note however, that speakers will not be allowed to do this during their presentations. An officer of the Council will display the material on the screen during the presentations and will advance slides etc. on request.

You can register to speak and receive instructions on how to join the meeting by telephoning Democratic Services on [03450 450 500](tel:03450450500) or by emailing [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk). Please also submit any statements, written representations and visual material to this email address by the deadline above.

The meeting will be livestreamed so you will be able to view the proceedings even if you do not wish to speak. A link to the live stream event will be available on the Council's website.

## **Please note**

1. The meeting will follow the agenda as published. For further information on the Planning Committee and public speaking rights go to our website [www.scambs.gov.uk](http://www.scambs.gov.uk)
2. Speakers need not confine themselves solely to points raised in any previous written representations submitted on the application but must keep to the planning issues raised by the application.

In helping you decide whether you wish to, or indeed need to speak at the meeting you can view Planning Committee reports on our website: [www.scambs.gov.uk](http://www.scambs.gov.uk). Please note the reports are available 5 working days prior to the date of the meeting.

Valid applications including plans, supporting documents and consultation comments are available to view online at <https://www.scambs.gov.uk/planning/view-or-comment-on-a-planning-application/>

Further information regarding Public Speaking at meetings of the Planning Committee is available using the following link. <https://scambs.moderngov.co.uk/documents/s116360/Public%20Speaking%20at%20Meetings%20of%20Planning%20Committee.pdf>

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Contact: Michael Hammond  
Email: Planning@greatercambridgeplanning.org

Our Ref: 23/01134/FUL

Your ref: DC/GCSP/S9M92MDX0DL03  
29 February 2024

Melbourn Parish Council Parish Clerk  
30 High Street  
Melbourn  
Royston  
Cambridgeshire  
SG8 6DZ



**GREATER CAMBRIDGE**  
SHARED PLANNING

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

## Update on Planning Application

Dear Sir/Madam

### Notification of Public Speaking

Reference: 23/01134/FUL

Proposal: Demolition of 13,594sq.m of existing buildings, alterations and extensions by 1,127 sq.m to retained buildings to allow use within Class E within Ash House, Class E(b) within Moat House and Class C1 within the new wing rear of Moat House, development of 46,031 sq.m of new office and technology research facilities (Class E(g)(i), (ii) and (iii)) including continued use of DaVinci building and 22,941 sq.m of ancillary buildings for vehicle and cycle parking, together with temporary and permanent plant and infrastructure works including formation of two additional vehicular accesses and one additional vehicular egress from Cambridge Road and landscaping.

Site address: Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire

### Why you have received this letter

I am writing to you in relation to the above application for planning permission, which will be considered by the South Cambridgeshire District Council Planning Committee on 13th March 2024.

The Planning Committee meeting will begin at 10.00am with Members of the Committee attending the meeting in the Council Chamber at South Cambridgeshire Hall, Cambourne, and public speakers for individual items attending either in the Council Chamber or online. Online attendance is strongly encouraged for the reasons given below.

As you have made a written representation relating to the planning application, the Council has a policy which enables you to speak and/or present your views at the meeting.

To be eligible to speak at the meeting you must have registered with the Democratic Services Officer by no later than **4.00pm two working days before the meeting**.

Following the end of temporary legislation allowing for council meetings to be conducted entirely virtually, it is now possible for public speakers to attend a meeting and speak in person. However, because we still need to follow government advice on indoor gatherings and social distancing, the seating available for members of the public will be severely restricted. We therefore would urge

you to observe proceedings or participate remotely if possible. If you feel you really need to be present in person, please contact Democratic Services and request a place. Seats might only become available when other people leave the meeting.

If you are content to address the meeting virtually, please supply your email address and/or telephone number so that we can contact you to make the arrangements for your participation, provide you with a link to join the meeting and send you further details on the procedure. Speakers are encouraged to provide a copy of their statement to the Democratic Services Officer by 4.00pm on the day before the meeting in case their connection to the meeting fails. This will enable the statement to be read out to the Committee if the speaker is unable to join.

**Please be aware that the meeting will be livestreamed and recorded.**

Public representations may be made either by a request to speak or by submitting a written representation. Copies of such representations submitted by the deadline will be circulated to committee members, relevant Council officers, and interested parties such as the applicant or an objector who has registered to speak, and published on the Council's website as part of the application file. For the avoidance of doubt, it is not permissible to make written representations and to also register to speak at the meeting.

If you do not have access to a computer or an internet connection, please contact Democratic Services using the details supplied below and we will advise on how you can participate.

If you intend to refer to visual material please submit electronic copies no later than 4pm two clear working days before the meeting. Please be aware that any visual material will need to be verified in advance by the Council to ensure it is suitable and has already been in the public domain as part of the online planning file.

The virtual meeting will be held over Microsoft's 'Teams' platform which normally allows screen sharing. Please note however, that speakers will not be allowed to do this during their presentations. An officer of the Council will display the material on the screen during the presentations and will advance slides etc. on request.

You can register to speak and receive instructions on how to join the meeting by telephoning Democratic Services on 01954 713000 or by emailing [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk). Please also submit any statements, written representations and visual material to this email address by the deadline above.

The meeting will be livestreamed so you will be able to view the proceedings even if you do not wish to speak. The livestream will be hosted on the Council's YouTube page and a link to the live stream event will be available on the Council's website.

**Please note:**

- 1 The meeting will follow the agenda as published. For further information on the Planning Committee and public speaking rights go to our website [www.scambs.gov.uk](http://www.scambs.gov.uk)
- 2 A person can only **speak once** on an application.
- 3 For each application there will normally be a time limit of up to 6 minutes for public speaking – **3 minutes for those speaking in objection** and **3 minutes for those speaking in support** (with the Chair having discretion to vary this time limit).

- 4 The number of persons permitted to speak on each application will normally be limited to **one from each side** (i.e. either in objection/or in support of an application). Where several people wish to speak on an application, the Chair will normally ask for one person to act as spokesperson for the group. Only where the group have different points of view, is the Chair likely to agree to more speakers. **In the event of more than one speaker from each side, the Chair may decide to divide the allocated time.** All such arrangements need to be agreed in advance of the meeting.
- 5 Anyone can speak on a planning application, provided they have made written representations on the application and have registered the intention with the Democratic Services Officer by **4.00pm two clear working days before the meeting.**
- 6 Speakers need not confine themselves solely to points raised in any previous written representations submitted on the application but must keep to the planning issues raised by the application.
- 7 Applicants or their representatives may only speak on a planning application, provided they have registered the intention with the Committee Clerk (Democratic Services) by **4:00pm two clear working days before the meeting.**
- 8 The procedure shall be applied fairly by the Chair who has sole discretion on the interpretation of the procedure.

In helping you decide whether you wish to, or indeed need to speak at the meeting you can view Planning Committee reports on our website: [www.scambs.gov.uk](http://www.scambs.gov.uk). Please note the reports are available 5 working days prior to the date of the meeting.

Valid applications including plans, supporting documents and consultation comments are available to view online at <https://www.scambs.gov.uk/planning/view-or-comment-on-a-planning-application/>

Further information regarding Public Speaking at meetings of the Planning Committee is available using the following link. For anyone without internet access a hard copy of the document can be provided on request.

<https://scambs.moderngov.co.uk/documents/s116360/Public%20Speaking%20at%20Meetings%20of%20Planning%20Committee.pdf>

Yours faithfully

Committee Clerk  
Democratic Services