

South Cambridgeshire Hall
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**South
Cambridgeshire
District Council**

Sarah Adam,
Melbourn Parish Council Clerk
Melbourn Community Hub
30, High Street
Melbourn
Royston
Herts
SG8 6DZ

Planning and New Communities

Contact: Rebecca Ward

Direct Dial: 01954 713236

Direct email: rebecca.ward@scambs.gov.uk

Our Ref: S/2941/18/FL

Your Ref:

Date 04 December 2018

Dear Sir/Madam

Proposal: New office and technology research facilities.

Application Ref S/2941/18/FL

Location: Land North of Melbourn Science Park, Melbourn, Cambridgeshire

Applicant: Melbourn Science Park Ltd, c/o agent

I am writing to advise you that the above planning application will be considered by the Planning Committee at its meeting on **Wednesday 12th December 2018**.

The meeting starts at **10.30am** and is held in the Council Chamber at the Council's office on the Business Park in Cambourne.

The case officer for this application has prepared a report for the meeting. This report contains a summary of any written representations that have been received, either in support of, or in opposition to, the proposal. It is published five clear working days before the date of the meeting and will be available to view by visiting the Council's website at <http://www.scambs.gov.uk> and then following the links: Your Council / browse the agenda / planning committee.

Your Council 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 12 noon on the Monday before the meeting. You can do so by contacting the Democratic Service Officer on **01954 713028**, email ian.senior@scambs.gov.uk Details of the scheme are available online at <http://www.scambs.gov.uk/content/parish-planning-pack>

Objectors or supporters from the community must register directly with Democratic Services at South Cambridgeshire District Council – not through the Parish Council.

Yours faithfully

A handwritten signature in black ink that reads "S J Kelly".

Stephen Kelly

Joint Director for Planning and Economic Development for Cambridge and South Cambridgeshire