

Our Ref: 24/01051/FUL  
Your Ref: Single storey extension to an...

26 March 2024



**GREATER CAMBRIDGE**  
SHARED PLANNING

Mr Kori Moore  
Paul Robinson Partnership (UK) LLP  
6 Octagon Business Park  
Hospital Road  
Little Plumstead  
Norwich  
NR13 5FH

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scambs.gov.uk](http://www.scambs.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Mr Moore

**South Cambridgeshire District Council**  
**Application for Planning Permission**

Proposal: Proposed single-storey extension to an existing school building.

Site address: Aurora Meldreth Manor School Fenny Lane Meldreth Cambridgeshire

Your client: Browning

I have checked the above application received on 20 March 2024 and am currently unable to register it as a valid application as it does not meet the requirements detailed on our published validation checklist.

**What you need to do**

The following item(s) need your attention:

1. Please provide a location plan. Please ensure this is at a scale of 1:1250/1:2500 with 2 named roads, the site outlined in red and any adjoining land owned by the applicant outlined in blue, access to site, visibility splays, landscaping and car parking & open areas around buildings.

For an example of an acceptable location plan, please see:

[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

Please amend the location plan to extend the red outline to include access to and from the public highway in accordance with local validation requirements. Please forward this to the below address and do not resubmit via portal.

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org) quoting your planning reference number.

**A decision on your application will be delayed**

Your application will not be registered or formally acknowledged until receipt of the above. Unfortunately this will inevitably delay determination of your client's application.

If the above has not been received before 11 April 2024 the documents may be returned to you and any fee paid refunded.

If you wish to discuss this request please contact me on the telephone number listed below.

Yours sincerely

Vibodha Sanders  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: 01954 713255