

Cambridge City Council

Joint Development Management Committee - Development Control Forum

Date: Tuesday, 21 July 2026

Time: 12.00 pm

Venue: This is a virtual meeting and therefore there is no physical location for this meeting.

Contact: democratic.services@cambridge.gov.uk, tel:01223 457000

Agenda

- 1 Introduction by Chair to the Forum
- 2 Apologies
- 3 Declarations of Interest
- 4 Application and Petition Details
Application No: 26/01403/FUL

Site Address: Chapter House, Howes Place, Cambridge, CB3 0UW

Description: Provision of Postal Lockers (Retrospective)

Applicant: Chapter House Holdings Limited

Agent: Paul Harney

Address: Millfield Norton Road Great Ashfield Bury St Edmunds IP31 3HJ

Case Officer: Michael Sexton

Lead Petitioner in objection: Howes Place resident

The grounds for asking for a Forum on this application are as follows:

HARM to the special arcadian character and amenity of the Howes Place Conservation Area which would be in contravention of NPPF 2024 para 210 (c), NPPF 2024 para 212 and Cambridge Local Plan 2018 Policy 61.

Increased highway safety risk, particularly on Howes Place, which would be in contravention of NPPF 2024 para 116, NPPF 2024 para 117 (c) and Cambridge Local Plan 2018 Policy 80.

Do you think there are changes that could be made to overcome your concerns?

Yes

If Yes, please explain what changes could be made to overcome your concerns:

Relocation of the unauthorised large format parcel lockers (and small format post lockers) during the implementation of the scheme which Marchingdale Developments / Vertex Living (sister companies of the applicant) will shortly be bringing forward for the Howes Green development or the existing Apart-Hotel / Build to Rent scheme (approved under planning permission 21/03609/FUL), on the land adjoining Chapter House.

This positive planning solution would:

Remove the HARM to the Howes Place Conservation Area; and

Improve highway safety by directing vehicle and motorcycle access to Chapter House via the light controlled junction with Huntingdon Road into Lawrence Weaver Road.

Joint Development Management Committee - Development Control Forum Members:

Cambridge City Council: Cllrs Fisher, Flaubert, Griffin, Illingworth, Porrer and Smart

Alternates: Bennett, Blackburn-Horgan, Clough, Grimwood and Nestor

South Cambridgeshire District Council: Cllrs Bostanci, Bradnam, Cahn, Sandford, Sebastian and R.Williams

Alternates: Rixon, Stobart and H.Williams

Information for Petitioners' and Applicants' Representative

The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.

Up to three representatives of the petitioners and up to three representatives of the applicants may attend and present their views for a period not exceeding 20 minutes. The representatives of the petitioner and the representatives of the applicant may sum up their views for a period not exceeding 5 minutes.

The applicants' presentation is heard first and applicants are asked to start their presentation with a brief description of the application proposals.

For further information on the conduct of the Forum please see the Development Control Guidelines, contained within the Committee's Terms of Reference a copy of this is available on the Council's website at [Document JDCC Terms of Reference October 2020 - Cambridge Council](#) or contact the Council's Committee Section (01223) 457013.

Please let the Committee Manager know if you would like a briefing on the procedures at the Forum or if you have any other queries.

This is a virtual meeting and will take place on Microsoft Teams. Anyone wishing to attend should contact Democratic Services democratic.services@cambridge.gov.uk

Format of the Forum

The Development Control Advisor or other Senior Planning Officer (other than one of the case officers involved in dealing with the application) will chair the meeting.

The style of the Forum will be informal, but the authority of the Chair must be recognised. The decision of the Chair on any question of procedure will be final. No votes will be taken.

The format of the Forum will be as follows for each application:

- Introduction by Chair and declaration of Councillor interests – **up to 5 minutes**
- Presentation of the application by the applicant/agent (up to 3 representatives) – **up to 20 minutes**
- Presentation of the views of the petitioners against the application (up to 3 representatives) – **up to 20 minutes**
- Presentation of the views of the petitioners in support of the application (where applicable) (up to 3 representatives) – **up to 20 minutes**
- Presentation by the case officer – **up to 10 minutes**
- Member questions and issues arising – **up to 30 minutes**
- Summing up by the applicant/agent – **up to 5 minutes**
- Summing up by the petitioners against the application – **up to 5 minutes**
- Summing up by the petitioners in support of the application – **up to 5 minutes**
- Final comments of the Chair

Emergency Evacuation Procedure

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front St Mary's Church. The duty Officer will assume overall control during any evacuation, however in the unlikely event the duty Officer is unavailable, this responsibility will be assumed by the Committee Chair.

Information for the public

The public may record (e.g. film, audio, tweet, blog) meetings which are open to the public.

For full information about committee meetings, committee reports, councillors and the democratic process:

- Website: <http://democracy.cambridge.gov.uk>
- Email: democratic.services@cambridge.gov.uk
- Phone: 01223 457000

Cambridge City Council is committed to being transparent and open when the Council and its members are involved in taking decisions. The Council will endeavour to live stream/record the Joint Development Management Committee. Public speakers are reminded that by speaking/appearing in this meeting you are giving consent to being recorded. The livestream can be watched online as the meeting happens or the recording can be watched after the meeting via the Council's YouTube page [\[https://www.youtube.com/@camcitco/streams\]](https://www.youtube.com/@camcitco/streams).

On some occasions this may not be possible. Whilst this is frustrating it is important to note that there is no legal requirement to record or livestream meetings. The meeting may proceed in person only should there be an ICT failure on the day. Democratic Services aim to live stream this meeting on the Council's YouTube channel. However, please note that live streaming may not always be possible. If the service cannot be provided, this will be clearly stated on the agenda page of the City Council's website. Regardless of whether the meeting is streamed, members of the public are welcome to attend the meeting in person.

Those wishing to address the meeting as invited Supporters/Objectors (there is no general public speaking item) will be able to do so virtually via Microsoft Teams, or by attending to speak in person. You must contact Democratic Services democratic.services@cambridge.gov.uk by 12 noon two working days before the meeting.