

## DESIGN & ACCESS STATEMENT



*Fig 0.1: Leigh Cottage comprising 2,4, & 6 Church way from Haslingfield High Street. No 6 furthest away. - [www.google.com](http://www.google.com)*

ALTERATIONS TO  
Nos 2, 4&6 CHURCH WAY,  
LEIGH COTTAGE  
HASLINGFIELD,  
CAMBRIDGESHIRE

23.455.01 - 499 C

JUNE 2023

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- APPENDIX C: Pre-App response to shed

- Rev A: Preliminary issue
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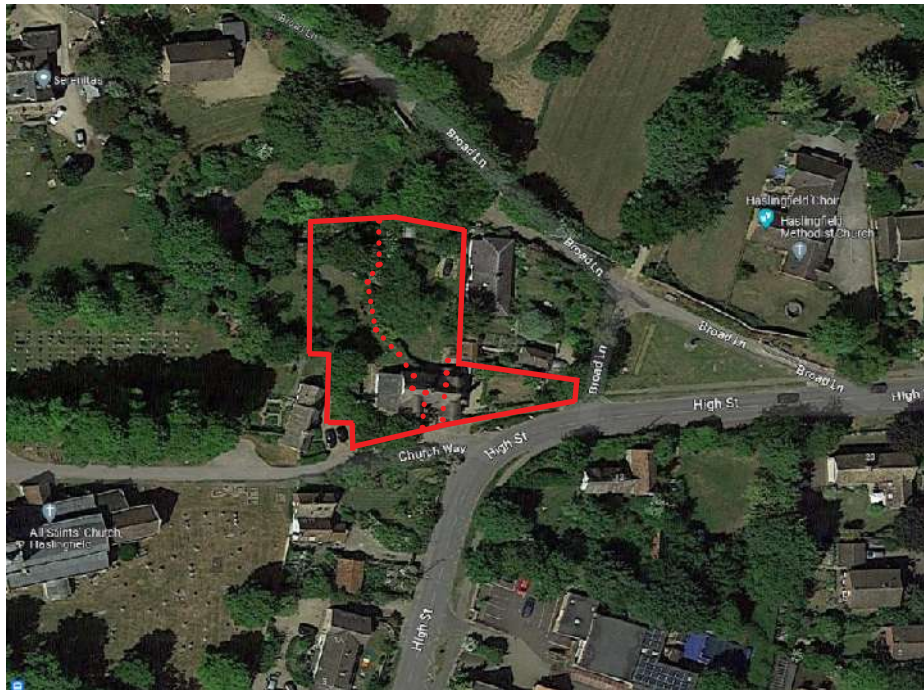


Fig 0.2: Satellite view of Haslingfield High Street and Church Way with site highlighted.  
www.google.co.uk



- Property boundary of Leigh Cottage - No 2, 4 & 6 Church Way under same ownership
- Property boundary between No 2, 4 & 6 Church Way



Fig 1.1 View of No 6 from North-West



Fig 1.2 Rear/North elevation from Broad Lane and rear driveway entrance into garden of No 4

## 1.1 SCOPE OF THE APPLICATION

This application seeks consent for the proposed alterations at Leigh Cottage, a house split into three dwellings, 2,4 & 6 Church Way in Haslingfield near Cambridge. The proposals mainly affect Nos 4&6 but some minor works to the third dwelling No. 2. The proposals encompass the combining of Numbers 4&6 Church way into a single residence by creating a doorway between the partition wall between the properties at both ground and first floor level; damp remediation works; internal alterations to ground floor to install underfloor heating over solid slab in the Bathroom in No 6. Externally, it is proposed to replace the garden shed and shelter to No 4 with a timber shed structure.

## 1.2 ELEMENTS OF THE APPLICATION

- **NEW DOORWAYS.** In order to allow for the unification of No.s 4&6 into one single dwelling, two new internal doorways through the internal party wall between the properties are proposed on the ground and first floor to allow access between the two existing dwellings.
- **NEW BATHROOM FLOOR.** New insulated floor slab with underfloor heating to Bathroom of No 6, with replaced floor tiles.
- **NEW DAMP-PROOFING WORKS.** Localised areas of damp-affected plaster in No 4 existing Larder/Kitchen to receive damp proofing works in accordance with

## 1.3 SUPPORTING MATERIAL

advice of Anglia Property Preservation Damp reports which are included in the application, (but which advise more than what is being proposed in this application).

- **CHIMNEY WORKS.** Removal of redundant stove lining from 3 chimney flues and insertion of insulated soffit board with vent, to fireplaces. Replacement of cement flashing with lead flashing.
- **NEW SHED STRUCTURE.** A new single timber shed in the garden of No 6, to replace the decrepit shelter and shed at the end of the garden to No 4. 2 Non fruiting fruit trees to be removed adjacent.

This Design and Access Statement is to be read along with the Heritage Statement and in conjunction with the survey drawings and the drawings of the proposed works. Also included in the application are :

- Damp Reports for 2,4 & 6 from Anglia Property Preservation
- Heritage Impact Assessment for 2,4 & 6 Church Way by Richard Hoggett Heritage.
- Drawings of Shed design by CRANE Garden Buildings.





Fig 2.1 Leigh Cottage and Church Way from Haslingfield High St showing context of nearby houses and All Saints Church in background



Fig 2.2 South elevation of No 6&4 showing different windows on different properties and extra bins needed in obtrusive place due to extra residence.

## 2.1 USE OF BUILDING

No 2, 4 & 6 combine to make up a single Grade II listed house, Leigh Cottage, comprising a 16th Century Hall house with various periods of addition and alteration. It stands immediately off Church Way in the middle of Haslingfield, with spacious gardens to surrounding properties. The house was originally a single residence but has a history of subdivision into smaller dwellings and is currently split into three private tenanted properties - 2,4 & 6 Church Way under same ownership.

## 2.2 HISTORICAL CONTEXT

Please see Heritage Statement (23.455.01.-498 A) for Historical Context.

## 2.3 SETTING

The House called Leigh Cottage comprising Nos 2, 4 and 6, sits within the Haslingfield Conservation area, within its own historic grounds with its frontage facing Church Way and the rear the garden of no 4&6, now separated into three plots, 1 for each subdivided property. The immediate context including the adjacent churchyard and adjacent houses set within spacious gardens shows little significant change since maps and photos from the 19th Century were taken.

## 2.4 TREES

The proposed shed structure will be carefully sited to avoid causing damage to the small trees in the rear gardens, sited away from

the house.

## 2.5 MATERIALS & CONSTRUCTION

The oldest parts of the house are built in a timber frame with a painted roughcast render external finish, consistent over no's 2,4, and 6. There are three red brick chimney stacks/flues of a later date with cement flashing and pointing. The main roof is all thatched. The side extension to No. 6 is of painted brick with a roof finish of slate and the 2 lean-to extensions to No. 2 are rendered, with pantile roofs. The shed to No. 4 has a felt roof and the adjacent shelter a corrugated metal one, both in poor condition.

## 2.6 CONDITION

The fabric is generally in good repair though areas are showing deterioration due to local areas of damp in all 3 residences require remediation. Windows and external doors to No 4 & 6 are all 20th Century replacements and in sound condition. Some modernisation occurred in the 21stC to open up the side extension to No 6 and insert a ground floor bathroom, completed in 2014.

## 2.7 OUTBUILDINGS

There is a timber shed to No 6 which is not to be affected by the works. There is an open timber and metal shelter to the rear of the garden to no 4 overgrown with Ivy and in poor condition. An adjacent timber shed is also deteriorating, these are to be replaced in the proposals.



Fig 2.3 Ground floor Bathroom to No 6



Fig 2.4 . Living Room of No 6, new doorway to go in wall at centre

## 2.8 INTERIOR LAYOUT

The ground floor accommodation shows the houses origins as a 16thC hall house with the Living rooms to 4&6 encompassing the area of the hall, with No 2 the service cross wing. The brick central chimney and the first floor to number 4 having been added later. A front wing to No 6 was added for more accommodation. Subdivisions and separate staircases were added later to split the properties so that 4 & 6 each had a large room to ground floor and two small rooms to first floor. A side lean-to extension to No 6 was built to give Bathroom and service accommodation now an open Kitchen/Dining area, and Bathroom moved to an underused ground floor room.

## 2.9 PREVIOUS PLANNING HISTORY

### No 4

*Installation of gas central heating system*

Ref. No: S/2460/16/LB | Validated: Tue 04 Oct 2016 | Status: Granted

### No 6

*Extension and Alteration to dwelling*

Ref. No: S/1257/93/LB Validated: Fri 30 July 1993 | Status: Granted

*Part demolition Internal Alterations and changes to rear lean-to roof*

Ref. No: S/0219/93/LB | Validated: Thu 22 April 1993 | Status: Granted

*Alterations: install bathroom in ground floor study rework layout in existing open plan Kitchen/Diner change doors/windows new door*

*from old into new extension rooflights dry line extension alter extension roof.*

Ref. No: RG/102/93-4/PM/MH Reg: 14 March 1994

*Renovation Grant Application registered and accepted for renovations to wall plate and external render, works supervised by Conservation Officer.*

Ref. No: S/2207/11 | Validated: Wed 02 Nov 2011 | Status: Refused. Appeal dismissed.

*Partial Demolition to Lean-to Structure new Extension with Hipped Roof Internal and External Alterations*

Ref. No: S/2208/11 | Wed 02 Nov 2011 | Status: Refused. Appeal dismissed.

*Demolition of outbuilding*

Ref. No: S/0157/1302/LB | Validated: Wed 30 Jan 2013 | Status: Granted

*TPO 0001 (1989) T1: T.1 Ash - Crown reduce by 2M due to squirrels jumping from tree onto thatch roof and pulling thatch out.*

Ref. No: 20/1769/TTPO | Validated: Tue 11 August 2020 | Status: Granted

*Repair to the slate roof on the early 20th century extension including the removal of 2 No. velux windows and remove the current tiles, felt baton, retaining as many tiles as possible to reuse, reinstall a high performance breathable felt, treated baton and new larger Welsh slate tiles if original tiles cannot be reused.*

Ref. No: 22/05488/LBC | Validated: Tue 20 December 2022 | Status: Granted



Fig 3.1. Larder to no.4 from Kitchen showing doorway and partition to be removed and wall where new doorway to go straight ahead. Belongings obscured.



Fig 3.2 Landing of No 4 showing modern cupds to be removed and wall beyond to receive new open doorway to No 6.

## 2.10 PLANNING POLICY

NATIONAL PLANNING POLICY FRAMEWORK  
FEBRUARY 2019

The proposals particularly take into account policies:

*14. Meeting the challenge of climate change, flooding and coastal change.*

By inserting ground floor insulation to the Bathroom in No 6, improving comfort and reducing energy usage.

*16. Conserving and enhancing the Historic Environment.*

Through being aware of the high significance and character of the Grade II listed fabric and by combining properties to allow for owner occupancy, to provide more effective long term maintenance and unity of character over more of the original house. The alterations will affect only moderately significant fabric where necessary or alter the layout in as minimal way possible in tune with the analysis of the phasing of the historical alterations of the house. All alterations are necessary to combine the properties to give the building a better longer-term usage in tune with and detailed in a sensitive manner.

CAMBRIDGE LOCAL PLAN

October 2018

The proposals adhere to the local plan with particular attention to:

*Policy 63 - Works to a Heritage asset to*

*address climate change.*

See Heritage Statement (19.390.01-498) for list of proposed alterations and justifications to Historic fabric.

## INVOLVEMENT

### 3.1 PRE-APPLICATION ADVICE

Pre-application advice was received: -

- 22/50473/PREAPP from the Planning Officer Charlotte Spencer with comments from a Conservation Officer. see Appendix B.
- *The combining of two properties into one will not result in the loss of residential floorspace and wouldn't have an effect on the local 5-year housing supply targets.*
- *More information needed about the construction phasing and significance of the house to justify the creating of openings between properties.*
- 23/50153/PRELB phone consultation with Sarah Cheng Senior Conservation Officer. See Appendix C.
- *Removal of existing sheds in poor condition can be supported.*
- *Concerns with Felt roof and large footprint of discussed shed.*
- *An outbuilding on site could be acceptable if built to subservient scale with traditional materials. Site at the N-W rear corner of garden to No 6 orientated N-S was*





Fig 4.1. Area of damp to chimney breast within Bedroom 2 in No 6.



Fig 4.2. Cracked cement flashing and unsuitable cement pointing to chimneys

*discussed.*

See Appendix B for the Pre-app responses and Section 3.7 of the Heritage Statement for more details of how the proposals take the feedback into account.

### 3.2 HERITAGE IMPACT ASSESSMENT

Included in this application is a written report by Richard Hoggett Heritage which analyses the phases of construction of the building and the basis upon which the argument for inserting two new doorways is made in the Heritage Statement.

### 3.3 DAMP SURVEY REPORT

In April 2023 a damp survey was carried out by *Anglia Property Preservation* on 2, 4 and 6 Church way with a separate report for each property. The 3 reports have been included separately with this application. They make recommendations, some of which are to be carried out and these are detailed in this application, in order to help protect the historic fabric and improve the living conditions for the occupants.

## EVALUATION

### 4.1 HISTORIC ALTERATIONS

The house was built as a single residence and was extended and altered by the insertion of a first floor chimney and staircase whilst still a single residence. It was then turned into up to four small cottages in the 19thC

### 4.2 20TH/21STC ALTERATIONS

The modern sanitary accommodation has been updated in the last couple of decades through the insertion of a new Bathroom into an underused room on the ground floor of No 6 and is in good order but with the change in accommodation, a more convenient layout is required and greater levels of thermal comfort for use as a family Bathroom.

All of the old casement windows have been replaced by timber windows in the early and mid 20th Century, those to No.4 are not sympathetic but all seem in good order. The upper roof is thatched with a long straw layer laid over a thinner older layer and seems in reasonable order but condition unsurveyed in detail. There are areas of modern partition and modern plasterwork including where damp patches have occurred in both No 4 & 6. The external brick chimney stacks were added in the 19thC and require repair especially the cement flashing and pointing which is cracked and likely to be exacerbating internal damp issues.



Fig 5.1. Existing modern boundary fence between rear gardens of No 4&6 to be removed.



Fig 5.2. Existing sheds to garden of No 4 in poor condition and to be removed and replaced with single shed in garden to No 6.

- 4.3 SERVICES
- The Bathroom to No 6 includes the Electric meter within low level cupboards which is to be moved.
- The Kitchen/Larder/Proposed Utility of No 4 does not have any forms of mechanical extract and suffers from damp.

## DESIGN

- 5.1 INTERNAL ALTERATIONS
- Ground floor:
- Bathroom to existing No 6. Removal of modern fittings, new breathable floor insulation, limecrete slab and underfloor heating. Electric meter etc. to be moved to Kitchen.
  - Party wall between No 4 & 6 between No 6 Living Room and No 4 Larder. Creation of new doorway re-created in what is believed to be pre-existing doorway.
  - Removal of modern door/partition, shelves and Kitchen fittings within existing Kitchen and Larder of No 4 to allow better access through new doorway.
- First floor:
- Creation of new open doorway within partition wall between Landings of No 4 and 6 to allow circulation between combined properties.
- 5.2 DAMP PROOFING WORKS
- Removal of cement plaster and Installation

of studded cavity membrane to chimney brickwork with existing Kitchen/Larder to no. 4.

- Removal of existyng redundant flue lining for stoves, and insertion of insulated and vented soffit boards to fireplaces.
- Extract vent and metal airbrick to New Utility of No 4 to reduce damp issues.
- Creation of vent hole through brick masonry to vent damp bread oven with grille in living Room of No 4, where discrete.
- Cement chimney flashing replaced with lead.

- 5.2 EXTERNAL WORKS
- Removal of boundary fence between number 4 & 6.
  - Timber shed to rear end of garden.
  - Removal of 2 fruit trees in rear garden that dont bear any fruit.

## ACCESS

- 6.1 VEHICULAR & PEDESTRIAN ACCESS
- Vehicular and pedestrian access is



unaffected by the proposed works.

- 6.2 **PARKING PROVISION**  
Car parking will remain as existing with no change to the number of vehicles which can park on site, or the area in which parking is possible.
- 6.3 **BIN AND BIKE STORAGE**  
Bin and bike storage will not be affected by the proposals and will remain as existing.

### CONCLUSION

- 7.1 **CONCLUSION**  
The proposals respect and will help preserve the historic fabric of the property in the longer term. The alterations are necessary in order to help the house gain greater amenity and comfort expected in a property of its size and significance with limited compromise to the character of the building. Some of the proposed amendments will increase the character of the house and the quality of space inside. Sensitively considered insertions like damp-proofing and vents will help mitigate damp issues and reduce rate of deterioration caused by dampness in the fabric. The results will help protect the character and fabric of the listed building whilst providing a comfortable family home and ensuring the longevity of the

### APPENDIX A

#### OTHER CONSIDERATIONS

**BIODIVERSITY SURVEY AND REPORT**  
Due to the nature of the proposals a biodiversity survey and report is not thought to be warranted.

**DAYLIGHT/SUNLIGHT ASSESSMENT**  
Will not be affected by proposals.

**FLOOD RISK ASSESSMENT**  
The property is not in a flood plain.

**HERITAGE STATEMENT**  
The historic context of the property, its significance and historic fabric planned to be affected by the proposals is referred to in the Heritage Statement (23.455.1 - 498).

**PHOTOGRAPHS**  
Relevant photographs have been included within the Design and Access Statement and the Heritage Statement.

**SITE WASTE MANAGEMENT PLAN**  
Waste management on the site is unaffected by the proposals.

**STRUCTURAL SURVEY**  
A Structural Engineer will be consulted for works that will require structural input including new door openings.

#### TREES ON SITE

The tree to the front of No 6 (TPO) will be protected during the works but will be otherwise unaffected. The proposed shed will be located between existing trees in the rear garden but some smaller fruit trees that don't bear fruit and undergrowth will need to be cleared to enable its construction.

APPENDIX B - PRE-APP RESPONSE TO INTERNAL ALTERATIONS TO CREATE DOORWAYS BETWEEN NO'S 4&6 CHURCH WAY

Our Ref: 22/50473/PREAPP  
Your Ref: PDZTDDXG

20 February 2023



Greater Cambridge  
Shared Planning

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Sir/Madam

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**  
Application for Pre-application advice

Site address: 4 And 6 Church Way Haslingfield Cambridgeshire CB23 1JR

Overall Response: **The application requires amendment, further information, or a site visit**

**Proposed development**

Re-open ground and first floor access between Cottages 4 and 6 returning them to single dwellinghouses.

**Site constraints**

Conservation Areas Haslingfield  
Tree Preservation Order Points TPO Ref: TPO 0001 (1989); TPO Tree Number: T1

**Actions**

I have sought specialist advice from the following officers:  
Conservation Section

**Pre-application Planning advice**

I have assessed your pre-application proposal against relevant policies, the site history and from my understanding of the site constraints and its opportunities. I summarise my response to the key issues in the table below:

Issue	Summary response	RAG
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Principle	Loss of a residential unit is not contrary to any Policy	GREEN
Impact on heritage assets	Further assessment of the evolution of Leigh Cottage required along with convincing justification.	AMBER
Residential amenity	Unlikely to have an impact on neighbouring amenity	GREEN

*Green: Acceptable*

*Amber: Requires amendment, further information and/or site visit*

*Red: Unacceptable in principle or lacks essential information to make an assessment.*

**Detailed Response**

Attached to this letter are the written responses of specialist officers where provided.

**The proposal**

The application is seeking pre-application advice to re-open ground and first floor access between Cottages 4 and 6 returning them to single dwellinghouses. It appears from the information submitted that there would be no external alterations.

**Site constraints**

The application properties, along with No.2 Church Way, form part of Leigh Cottage which is a Grade II Listed Building. The site lies within the Haslingfield Development Framework and Conservation Area. There is a protected tree to the front of No.6.

**Relevant site history**

The properties have been altered over time. The most recent applications on the site include:

No.4:

S/2460/16/LB – Installation of gas central heating system. Permitted 29.11.2016

No.6:

S/0157/13/LB – Alterations: install bathroom in ground floor study rework layout in existing extension open plan kitchen/diner change doors/windows new door from old into new extension rooflights dryline extension alter extension roof. Permitted 25.03.2013

S/2207/11 – Extension and alterations to dwelling. Refused 22.12.2011, dismissed at appeal

S/2208/11 – Part demolition to lean-to structure new extension with hipped roof internal and external alterations. Refused 22.12.2011, dismissed at appeal.

S/1257/93/LB – Demolition of outbuilding. Permitted 08.10.1993

Nos. 2, 4 and 6:

S/0219/93/LB – Part demolition internal alterations and changes to rear lean-to roof. Permitted 22.04.1993

**Principle of development**

Policy S/5 of the South Cambridgeshire Local Plan (2018) states that development will meet the objectively assessed needs in the district over the period 2011-2023

for...b.19,500 new homes. There is no current policy restricting the loss of residential dwellings and the NPPF does not specifically refer to any loss of housing, rather that Councils need to meet the 5-year supply.

In this instance, there would be no loss of residential floorspace and there would be no material change of use of the site. Currently, the Local Planning Authority is meeting its 5-year housing supply and it is considered that the net loss of one house would not have a large impact on these numbers. Subsequently, the consolidation of two houses into one would be acceptable in principle.

#### Impact on heritage assets

The proposal relates to a Grade II Listed Building that falls within the Haslingfield Conservation Area.

Section 66 of the Planning (LBCA) Act 1990 states that in considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Section 72 of the Planning (LBCA) Act 1990 states that special attention shall be paid to the desirability of preserving or enhancing the character or appearance of a Conservation Area.

Para. 199 of the NPPF set out that 'When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance'. Para. 200 states that 'Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification...'

Local Plan policies HQ/1 and NH/14 align with the statutory provisions and NPPF advice.

Leigh Cottage, which is now three separated dwellings, is a timber framed and rendered, two storey building under a long straw thatched roof. Leigh Cottage consists of a main core with two crosswings with a small pantiled lean-to extension on the eastern end of the building. To the western end of the house, a lean-to extension, constructed from painted brick laid in English bond under a slate roof which was building in the early 20<sup>th</sup> Century. There is a later addition to the rear.

The building is significant due to its architectural and historic interest. It is regarded as a landmark building in the streetscape and as part of a significant group of buildings around the parish church at the core of the village.

Historic maps from the late 19<sup>th</sup> century shows the half 'H' plan of the building and it appears to be split into two dwellings. It is likely that this was divided around the chimney stack. The installation of the chimney stack is considered to be an important point in the development of house. Designated heritage assets are capable of change in a way which sustains their significance. The impact of the insertion of the chimney stack and whether it coincides with the separation of the house needs to be understood further as adding openings between the proposed two halves could be considered problematic.

It is clear that the building has been adapted and altered on many occasions. Little information about the significance of the fabric and building phases has been submitted and therefore without a full assessment of the evolution of the house it is difficult to provide

any advice on the proposed changes. It is therefore recommended that any future application be accompanied by an adequate Heritage Statement that includes a description of the phasing of the building and the historic fabric likely to be affected by the proposal. In addition, a clear and convincing justification would be required for any alterations that could have an impact on the significance of the building.

#### Residential amenity

If there are no external alterations then the proposal would not have an impact on residential amenity of the neighbouring properties.

#### Conclusion

Whilst the merging of the two houses would be acceptable in principle, further, more convincing, justification would be required for any alterations that could have an impact on the significance of the listed building.

#### Additional Information

Occupiers of neighbouring properties have not been formally consulted. Any advice provided in relation to residential amenity impact is therefore subject to change following a consideration of any consultation responses received as part of any planning application.

Where a site visit has not taken place the comments provided may not address all relevant planning issues. As part of the consideration of any planning application, the case officer will visit the site.

It is strongly advised that you discuss the proposal with any adjacent neighbours to resolve any issues that they may have prior to an application being made. This is good practice and can avoid unnecessary delay in processing a planning application.

This pre-application advice is given for purposes relating to the Town and Country Planning Acts and for no other Council function and is given without reference to statutory or other consultees, except where stated. The Local Planning Authority will not be responsible for any errors resulting from inaccuracies in that information. The advice relates to the policy framework at the time the advice is given which may subsequently be affected by external factors (e.g. new government guidance, local appeal decisions, policy review). The Local Planning Authority seeks to provide the best advice possible on any enquiry received, however, the advice is without prejudice and does not bind the authority to any particular decision on any planning application that may subsequently be submitted which will be the subject of publicity and consultation.

Any significant change to the proposal will require a new pre-application submission.

Yours faithfully

Charlotte Spencer  
Senior Planning Officer

Email: [charlotte.spencer@greatercambridgeplanning.org](mailto:charlotte.spencer@greatercambridgeplanning.org)  
Direct dial:



## APPENDIX C - 15 PRE-APP FOLLOW-UP EMAIL RESPONSE TO CONSTRUCTION OF NEW OUTBUILDING/SHED IN REAR GARDEN OF 4/6 CHURCH WAY

From: Sarah Cheng <[Sarah.Cheng@greatercambridgeplanning.org](mailto:Sarah.Cheng@greatercambridgeplanning.org)>  
Date: Fri, 14 Apr 2023 at 10:58  
Subject: 23/50153/PRELB  
To: Colin French <[REDACTED]>

Dear Mr and Mrs French,

It was a pleasure to speak to you on the phone. Please find below a summary of our discussion relating to the above pre-app.

- The sheds indicated on the plans are of no significance and in a very poor condition. Their removal can be supported.
- Their replacement, as proposed, raises some concern due to its scale, character and proposed felt roofing.
- A new outbuilding could be accepted on the site, subject to details.
- We discussed a potential position to the west in the garden of no. 6, orientated north to south; it would need to be subservient in appearance and scale to reflect the character of this part of the site (well treed and green) and be constructed using traditional materials that respond to the listed building and conservation area.

The construction of any new outbuilding would require the submission of a planning application but not listed building consent.

This is the link to the Building Conservation Directory: <https://buildingconservation.com/directory/prodserv.php>

I hope this helps.

With kind regards,

Sarah

**Sarah Cheng** | Senior Conservation Officer

Please note that the Council is currently trialling a four-day week to improve recruitment, retention and wellbeing. My working days are therefore Tuesday to Friday. On my non-working day, you can contact Susan Smith: [susan.smith@greatercambridgeplanning.org](mailto:susan.smith@greatercambridgeplanning.org) or Paul Robertshaw: [paul.robertshaw@greatercambridgeplanning.org](mailto:paul.robertshaw@greatercambridgeplanning.org) instead.

For non-urgent matters, please email [historicenvironment@greatercambridgeplanning.org](mailto:historicenvironment@greatercambridgeplanning.org) which is monitored weekly.



Greater Cambridge Shared Planning Service | South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

e: [sarah.cheng@greatercambridgeplanning.org](mailto:sarah.cheng@greatercambridgeplanning.org) | m: 07704 013465