

Our Ref: 23/1455/TTPO  
Your Ref: Bourn TPO Application

1 December 2023



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Dear Sir/Madam

**South Cambridgeshire District Council**  
**Application for Works to Trees Protected by a Tree Preservation Order**

Proposal: Ash trees, remove any branches overhanging the property boundary.

Site address: Bourn Quarter Wellington Way Caldecote Cambridgeshire

Your client: Diageo Pension Trust Ltd.

I have checked the above application received on 27 November 2023 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 tree location plan, clearly identifying on the map which trees are to be worked on.
2. Please provide a reason for the work.
3. The proposal is vague. Please state all species of trees and a description.  
E.G - Row of 10 Ash trees, reduce back to boundary by 1m.

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 15 December 2023 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 faithfully

Kelly Menezes  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
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