

Our Ref: 23/1503/TTCA

Your Ref: Hoskins

13 December 2023



Mr Tim Hewitt  
Eastern Landscape Service Limited  
27 High Street  
Cottenham  
CB24 8SA

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

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

Dear Mr Hewitt

**South Cambridgeshire District Council**  
**Application for Works to Trees in a Conservation Area**

Proposal: Thuja in area of garden on left hand side when entering drive  
Shorten all dead and dying stems to appx 4-5m, lightly prune in centre of low canopy,  
Large Apple (with rose), infected with Ganoderma, slightly closer to drive and house - Fell, grind  
stump

Site address: Manor Farm Manor Road Little Shelford Cambridgeshire

Your client: Ms L Hoskins

I have checked the above application received on 8 December 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:

0. The tree location plan is illegible. Please annotate the plan sent in a separate email and return.

<https://www.scams.gov.uk/planning/natural-historic-and-built-environment/natural-environment/trees-hedgerows/invalid-tree-work-notifications-and-applications/#A5>

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 23 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 sincerely

Jan Ashley-Fenn  
Technical Support Officer

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

Direct dial: