

**Enquiries to:**  
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Mrs Tara Berry  
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19th December 2023

### **Works to Trees in a Conservation Area**

Reference:	23/1328/TTCA
Application:	Approx 30 trees (Mixed hedge) of various heights of self set Acers, Sambucus Nigra, Magnolia, Pyracantha and Viburnum - max height of 5m - reduce height of entire hedge down to a height of 2m to create a tidy space. 73-79 Henry Giles House Chesterton Road Cambridge Cambridgeshire CB4 3BQ

Dear Sir/Madam

I acknowledge receipt of your notification accepted on 1st November 2023 giving us notice that you propose to carry out the above described tree work.

Your application was registered as valid on 19 December 2023

As the tree(s) is/are located in a Conservation Area, we have six weeks from the date of your notice to consider the expediency of a tree preservation order. If by 30th January 2024 you do not hear from us, you may carry out the work as long as you do so within two years from the date of your notice and do no more work on the tree(s) than is set out in your notice. We will, however, aim to inform you of the Council's decision before this date.

While it is not a statutory requirement it is our policy to give local bodies and members of the public an opportunity to comment on conservation area notifications and we do this through our Public Access system, by informing local councillors and, in the case of proposed tree removals, writing to near neighbours asking for comments to be returned within 14 days. We also request that the appended Site Notice be displayed on receipt in a position prominent for the public to read.

An Arboricultural Officer will assess your proposal and during this process any comments we receive will be carefully considered.

### **Data Protection – How we handle your personal data**

The submission of applications/notifications, which include the Applicant's name and address, supporting documents and plans, forms part of the statutory register that local authorities are obliged to maintain. Where the register is kept using electronic storage, the regulations allow for the register to be available for inspection by the public on a website.

Your application including plans, supporting documents, consultation and public comments will be available to view online by visiting [www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess) and entering in the search field. Sensitive personal data, including personal telephone numbers, personal email addresses or signatures are not published on our website.

You can view our Privacy Notices at [www.cambridge.gov.uk/planning-privacy-notice](http://www.cambridge.gov.uk/planning-privacy-notice) which provides information on how we collect, store and process your data within the different functions of the Planning Service. If you require a hard copy please contact us using the details provided at the top of the letter.

We publish many documents as part of the planning process. If you think we've got something wrong or are concerned with the way we are handling your data please contact us using the details provided at the top of the letter noting the application reference and document details and we will do our best to resolve the matter.

If you would like any further information about this letter or our procedures, please contact Joanna Davies quoting the reference number given above.

Yours sincerely

Joanna Davies  
Interim Arboricultural Officer

#### **How is an application decided?**

Senior officers decide most applications using delegated powers. Anyone can approach his or her Ward Councillor, who may be able request that the Planning Committee determines the application. Ward Councillor details can be found on our website [www.cambridge.gov.uk/councillors](http://www.cambridge.gov.uk/councillors) Ward Councillors need to make a request for Committee determination within 14 days of the Weekly List of applications received which is sent to them every week.

#### **How can I find out about progress and decisions?**

- Visit [www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess) and enter **23/1328/TTCA** in search field and check the application status.
- You can also register to track this planning application and any others via the online public access planning register.

You can view the decision notice and conditions, online via the documents tab, once an application has been decided

**CAMBRIDGE CITY COUNCIL  
TOWN AND COUNTRY PLANNING ACT, 1990  
SECTION 211 NOTICE TO UNDERTAKE WORKS  
IN A CONSERVATION AREA**

**Application:**

**Approx 30 trees (Mixed hedge) of various heights of self set Acers, Sambucus Nigra, Magnolia, Pyracantha and Viburnum - max height of 5m - reduce height of entire hedge down to a height of 2m to create a tidy space.**

**At:**

**73-79 Henry Giles House Chesterton Road Cambridge Cambridgeshire**

**Application No.:**

**23/1328/TTCA**

**The application, plans and documents can be viewed on our website [www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess)**

The application can also be viewed in person by using the computer facilities at the Customer Service Centre, Mandela House, 4 Regent Street, Cambridge, CB2 1BY. Open Mon to Fri 9am – 5:15pm.

**How to Comment**

- Submit Comments online in Public Access
- Write to Application Support at PO Box 700, Cambridge, CB1 0JH

**All comments should be made within 14 days of the date of this notice**

**Data Protection – How we handle your personal data**

All comments received are open to public inspection and will be published on our website and may be repeated in public documents. If the application is referred to a committee for decision they may be published within the committee pages of our website.

We will publish your address but mask out any identifying details. Your comments will be summarised in the case officer's report and you should only include information that you are happy to be made publicly available. For full details please find our privacy statement at [www.cambridge.gov.uk/planning-privacy-notices](http://www.cambridge.gov.uk/planning-privacy-notices).

**The attached notice was posted on ..... and will be displayed for a period of not less than seven days.**

## NOTE FOR APPLICANTS

### PUBLICITY FOR TREE WORKS APPLICATIONS

Cambridge City Council is concerned to ensure that the owners and/or occupiers of adjoining properties and any member of the public who may be interested, are aware of all applications to carry out works to a protected tree and are allowed to make representations before the application is determined.

You are requested to date the site notice and display it on the site of the proposed works where it may be viewed by the public, for a period of not less than seven days. Please make sure that it is within a reading distance of the public footway. The Notice should be displayed as soon as possible.