

Our Ref: 23/1328/TTCA  
Your Ref: Henry Giles House

6 November 2023



Mrs Tara Berry  
Bartlett Tree Experts  
Oak Farm  
Bedford Road  
Northill  
SG18 9AW

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 Mrs Berry

**Cambridge City Council**  
**Application for Works to Trees in a Conservation Area**

Proposal: Prune all vegetation away from neighbouring property leaving area in a more maintainable position

Reduce size of crown

cut back all growth growing in gardens in Albert Street

Reduce vegetation away from fence line to remove all overhang

Remove to provide a 1 meter clearance to the fences of Albert Street

Site address: 73-79 Henry Giles House Chesterton Road Cambridge Cambridgeshire

Your client: Mitie

I have checked the above application received on 1 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:

0. 1. The tree species or numbers of trees is not provided or is unclear. 2. Does not appear to clearly identify or specify all the tree works, for example your proposal states 'reduce crown' but no extent of work has been provided.

<https://www.scams.gov.uk/planning/natural-historic-and-built-environment/natural-environment/trees-hedgerows/invalid-tree-work-notifications-and-applications/#A7>

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 20 November 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: