

**PARISH COUNCIL NOTIFICATION OF TREE WORKS****TREE PRESERVATION ORDER (TPO) OR  
CONSERVATION AREA**

**Please respond only if you have significant concerns or objections. If the Parish Council supports or has no pertinent concerns please do not respond, as all responses must be processed and reviewed.**

Parishes can view copies of documents, plans and forms in respect of this notification and make observations via the [SCDC planning website](#) (provided the case has not already been determined). The SCDC website updates overnight and therefore documents will be available to view from the following day. Please do not post observations/letters to us. SCDC are required to determine the application/notification without delay.

**The Trees Officer looks at every application and undertakes site visits and further investigation as necessary.**

Be aware that your comments, including your name and address will be put on the case file. A redacted version may be published online – please see the following Privacy Notice for more information.

**CONSERVATION AREA NOTIFICATIONS**

These notifications have an application reference ending in 'ITC'.

This is a prior notification of intent to carry out tree work and the LPA has six weeks in which to decide whether to serve a TPO. On the expiry of the six week date the proposed work may be carried out if a TPO has not been made.

The LPA does not have the provision to 'refuse' a notice or apply conditions. Replanting can only be conditioned if the tree(s) is dead or felled under a five day notice.

If you wish to OBJECT to the tree works notification please state:

- the reason for the objection, and

also the factors which help determine the tree(s) amenity value with a view to TPO:

- the location of the tree (e.g. front/back garden, roadside, field etc),
- the age and size of the tree (e.g. young, mature, veteran, small, medium, large, very large),
- the type of public place(s) it can be seen from (e.g. main road, side road, bridleway, public right of way, school),
- its visibility (e.g. visible with difficulty, limited view, clearly visible, prominent),
- other reasons or factors the tree(s) has/have special significance.

**TREE PRESERVATION ORDER APPLICATIONS**

These applications have an application reference ending in 'ITP'. Please be aware that occasionally a TPO tree works application may also include some Conservation Area tree work notifications or works to unprotected trees within a location covered by an Area TPO.

This is an application for permission to carry out tree works and the LPA has eight weeks to determine it. The applicant does not have permission to undertake tree works until a decision is made.

The LPA can approve or refuse an application. Approvals are normally awarded with conditions which are tailored to the application and site. Conditions relating to work quality are applied to all application approvals. Tree planting will always be conditioned where appropriate.

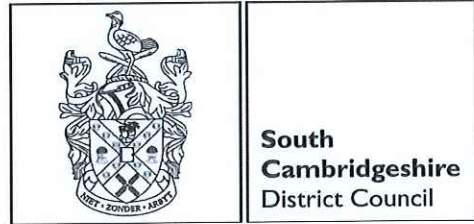
If you wish to OBJECT to the tree works application please state:

- the reason for the objection, and
- if the objection relates to the effect on tree(s) health or appearance or the amenity of the tree(s) or neighbourhood,
- any other reasons or factors.

[Click here for further guidance with the regulations.](#)

<p><b>To the Clerk of the Parish Council Meeting:</b> Mr John Vickery, Cambourne Parish Council Clerk</p>	<p><b>Notification sent:</b> 13-Nov-2019</p>
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<p><b>Application Ref:</b> S/3917/19/TP</p>	<p><b>TPO No. (if applicable):</b> 1/73 - C/11/17/010/04</p>
<p><b>Applicant:</b> Thomas Unit 4a, Caxton House Broad Street Cambourne Cambridge CB23 6JN</p>	<p><b>Agent:</b> Kirsty Hewitt, Eastern Landscape Service Limited Eastern Landscape Service Limited 27 High Street Cottenham CB24 8SA</p>
<p><b>Tree(s) Location:</b> Tree located on land between 1 Laith Road and 37, Foxhollow, Cambourne, Cambridge, CB23 5HT</p>	
<p><b>Proposal:</b> Elm tree in 'common land' to front of house - prune lateral branches to close boundary on frontage, to provide at least 1.5m clearance from house.</p>	



## Privacy Notice

### Who we are

This privacy notice explains how the Greater Cambridge Planning Service uses information in the course of providing planning services to Cambridge City and South Cambridgeshire District Councils. This work includes:

- Making decisions and providing advice on planning applications
- Making planning policies
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

### Why we require this personal information?

We require personal data to process comments so that we know where the comment or information came from and can weigh the relevance of any comments made. We may use the information provided to contact you about the application you have commented on.

### What we do with this information

This information will be used by Cambridge City and South Cambridge District Councils in determining an application for planning permission. This function is known as a "public task" and is why we do not need you to "opt in" to allow this information to be used.

We process this information as a (Public task) Statutory Duty as laid out in the Town and Country Planning Act and we cannot process your comments unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the governments National Fraud Initiative.

As we process this information as a statutory duty you hold the following rights with regard to the personal data provided to us when making comments:

**Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.

**Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.

**Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

The comments provided will form part of our public register of applications and, as such, will be open to public inspection at our offices and on our website and your comment will be attributed to your address. However, personal information including your name and contact details will be redacted in line with our

redaction policy. In the event of an appeal, representations will be forwarded to the planning Inspectorate and the appellant. The planning Inspectorate may publish appeal documentation, including copies of representations received.

### **How we share this information**

We do not sell information to other organisations. We do not move information beyond the UK. We do not use information for automated decision making.

We sometimes need to share the information we have with other departments within our Councils, for example to establish how long a building has been used as a dwelling or if you object to a proposal on noise grounds and we feel Environmental Health should be aware.

### **Redaction ('blinking things out')**

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details – e.g. name, telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin

### **Retention ('how long we keep your information for')**

The Town and Country Planning Act requires us to hold most types of applications on our public register permanently. You can find out more by looking at our Retention Policy on our web sites.

### **Complaints and problems**

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site

If you think we have got something wrong or if you are concerned with the way we are handling your data please contact us by emailing [applicationsupport@cambridge.gov.uk](mailto:applicationsupport@cambridge.gov.uk) for Cambridge City applications and [planning@scambs.gov.uk](mailto:planning@scambs.gov.uk) for South Cambridgeshire District applications. Alternatively you can call us on the numbers above.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318.

If we fail to respond properly you can direct your concerns to the Information Commissioner's Office (ICO).