

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge,
CB23 6EA
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0345 045 5215



**South
Cambridgeshire**
District Council

Mrs Genevieve Dalton,
Little Abington Parish Council Clerk
27, West Field
Little Abington
Cambridge
Cambridgeshire
CB21 6BE

Planning and New Communities
Contact: Michael Sexton
Tel: 03450455215
Email: planningcomments@scambs.gov.uk
Our Ref: S/2372/18/LB
Your Ref:
Date 27 June 2018

This letter (with no plans attached) has been emailed to the Parish Council prior to sending out in the post, and for information, to the Ward Members

Dear Sir/Madam

Proposal: Conversion of Coach House into residential accommodation with associated parking and rear garden.
Application Ref: S/2372/18/LB
Location: The Coach House Abington Lodge, 63 , High Street, GREAT ABINGTON, CB21 6AB
Applicant: Mr & Mrs Treanor

Please view the application on the Councils website as paper copies of the documents will not be sent.

We welcome any comments your Parish Council wishes to make, but would ask that they are made using either the online web form available, or on the form below and returned **no later than 21 days from the date of this letter**. After the expiry of this period, the District Council may determine the application without receipt of your comments.

Below is a link for your convenience to view all copies of documents, plans and forms in respect of the above proposal. As the website updates overnight, these will be available to view the following day from the date of this letter. Please note your comments will be placed on the website.

<https://www.scambs.gov.uk/services/planning-applications>

EXPLANATION OF APPLICATION SUFFIX

OL	Outline	LD	Lawful Development Certificate
FL	Full	PA	Prior Notification of Agricultural Development
RM	Reserved Matters	PD	Prior Notification of Demolition Works
LB	Listed Building Consent	PT	Prior Notification of Telecommunications Development
CA	Conservation Area Consent	HZ	Hazardous Substance Consent
AD	Advertisement Consent	DC	Discharge of Conditions
VC	Variation or Removal of Condition		

Should the Parish Council wish to request that the application be considered by the District Council's Planning Committee, **please state the material considerations and planning reasons**. Examples of material considerations can be found below. The Chairman of the District Council Planning Committee will respond to all reasonable requests.

The Parish Council: - (Please delete appropriately)

Supports Objects Has no recommendation

Comments:

The Parish Council *does/does not request that the application be referred to the District Council Planning Committee *(please delete)**

Planning reasons:

Note: Where a Parish Councils requests that an application is determined by Planning Committee there is real value and importance in Parish Council representatives attending Planning Committee to support their comments. Please note that the Parish Council can be represented at Planning Committee by any of its Councillors or the Parish Clerk (with the approval of their Parish Council).

Signed.....Date.....

Clerk to the Parish Council or Chairman of the Parish Meeting

Guidance:

What are Material Considerations?

A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking /loss of privacy
- Loss of light/overshadowing

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- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

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

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- 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

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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 for Cambridge City applications and 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 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).

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