

Application Number	10/0278/FUL	Agenda Item	
Date Received	29th March 2010	Officer	Mr John Evans
Target Date	24th May 2010		
Ward	Newnham		
Site	48A Selwyn Road Cambridge Cambridgeshire CB3 9EB		
Proposal	Erection of a single storey 3-bed dwelling.		
Applicant	Mrs Jane Allison 48A Selwyn Road Cambridge Cambridgeshire CB3 9EB		

1.0 SITE DESCRIPTION/AREA CONTEXT

- 1.1 The application site is a rectangular shaped plot situated on the northern side of Selwyn Road. The site lies to the rear of the existing number 48A Selwyn Road, a 2 storey detached residential property, and is formed from the garden curtilage of that property.
- 1.2 The site is accessed from a narrow metalled accessway off Kings Road to the west of the site and is currently occupied by a single storey workshop outbuilding measuring some 30 sq m in footprint.
- 1.3 The site is not within a Conservation Area.

2.0 THE PROPOSAL

- 2.1 This application seeks consent for the erection of a single storey 3 bedroom dwelling.
- 2.2 The proposed bungalow stands at 2.2m to eaves level, with the highest point of the mono pitched roof rising 4m in overall height. The property has an attached garage with a felt flat roof.

- 2.3 The bungalow will be finished with white rendered walls and interlocking tile roof.
- 2.4 The proposed subdivided curtilage has a square shaped rear garden and front gravel turning area.
- 2.5 The application is accompanied by the following supporting information:
 - 1. Design and access Statement
 - 2. Tree Survey, Arboricultural Implication Assessment and Method Statement

3.0 SITE HISTORY

Reference	Description	Outcome
C/96/0818	Erection of domestic garage/store in rear garden.	Approved

4.0 PUBLICITY

4.1 Advertisement:	No
Adjoining Owners:	Yes
Site Notice Displayed:	No

5.0 POLICY

5.1 Central Government Advice

5.2 **Planning Policy Statement 1: Delivering Sustainable Development (2005):** Paragraphs 7 and 8 state that national policies and regional and local development plans (regional spatial strategies and local development frameworks) provide the framework for planning for sustainable development and for development to be managed effectively. This plan-led system, and the certainty and predictability it aims to provide, is central to planning and plays the key role in integrating sustainable development objectives. Where the development plan contains relevant policies, applications for planning permission should be determined in line with the plan, unless material considerations indicate otherwise.

- 5.3 **Planning Policy Statement 3: Housing (2006):** Sets out to deliver housing which is: of high quality and is well designed; that provides a mix of housing, both market and affordable, particularly in terms of tenure and price; supports a wide variety of households in all areas; sufficient in quantity taking into account need and demand and which improves choice; sustainable in terms of location and which offers a good range of community facilities with good access to jobs, services and infrastructure; efficient and effective in the use of land, including the re-use of previously developed land, where appropriate. The statement promotes housing policies that are based on Strategic Housing Market Assessments that should inform the affordable housing % target, including the size and type of affordable housing required, and the likely profile of household types requiring market housing, including families with children, single persons and couples. The guidance states that LPA's may wish to set out a range of densities across the plan area rather than one broad density range. 30 dwellings per hectare is set out as an indicative minimum. Paragraph 50 states that the density of existing development should not dictate that of new housing by stifling change or requiring replication of existing style or form. Applicants are encouraged to demonstrate a positive approach to renewable energy and sustainable development.
- 5.4 **Planning Policy Statement 3 (PPS3): Housing** has been reissued with the following changes: the definition of previously developed land now excludes private residential gardens and the specified minimum density of 30 dwellings per hectare on new housing developments has been removed. The changes are to reduce overcrowding, retain residential green areas and put planning permission powers back into the hands of local authorities. (June 2010)
- 5.5 **Planning Policy Guidance 13: Transport (2001):** This guidance seeks three main objectives: to promote more sustainable transport choices, to promote accessibility to jobs, shopping, leisure facilities and services, by public transport, walking and cycling, and to reduce the need to travel, especially by car. Paragraph 28 advises that new development should help to create places that connect with each other in a sustainable manner and provide the right conditions to encourage walking, cycling and the use of public transport.

5.6 **Circular 11/95 – The Use of Conditions in Planning Permissions:** Advises that conditions should be necessary, relevant to planning, relevant to the development permitted, enforceable, precise and reasonable in all other respects.

5.7 **Circular 05/2005 - Planning Obligations:** Advises that planning obligations must be relevant to planning, necessary, directly related to the proposed development, fairly and reasonably related in scale and kind and reasonable in all other respect.

Community Infrastructure Levy Regulations 2010 – places a statutory requirement on the local authority that where planning permission is dependent upon a planning obligation the obligation must pass the following tests:

(a) necessary to make the development acceptable in planning terms;

(b) directly related to the development; and

(c) fairly and reasonably related in scale and kind to the development.

5.8 **East of England Plan 2008**

ENV7 Quality in the built environment

5.9 **Cambridgeshire and Peterborough Structure Plan 2003**

Planning Obligation Related Policies

P6/1 Development-related Provision

P9/8 Infrastructure Provision

5.10 **Cambridge Local Plan 2006**

3/1 Sustainable development

3/4 Responding to context

3/7 Creating successful places

3/10 Sub-division of existing plots

3/11 The design of external spaces

3/12 The design of new buildings

4/4 Trees

4/13 Pollution and amenity

5/1 Housing provision

8/2 Transport impact
8/6 Cycle parking
8/10 Off-street car parking

Planning Obligation Related Policies

3/8 Open space and recreation provision through new development
5/14 Provision of community facilities through new development
10/1 Infrastructure improvements (*transport, public open space, recreational and community facilities*)

5.11 Supplementary Planning Documents

Cambridge City Council (May 2007) – Sustainable Design and Construction: Sets out essential and recommended design considerations of relevance to sustainable design and construction. Applicants for major developments are required to submit a sustainability checklist along with a corresponding sustainability statement that should set out information indicated in the checklist. Essential design considerations relate directly to specific policies in the Cambridge Local Plan 2006. Recommended considerations are ones that the council would like to see in major developments. Essential design considerations are urban design, transport, movement and accessibility, sustainable drainage (urban extensions), energy, recycling and waste facilities, biodiversity and pollution. Recommended design considerations are climate change adaptation, water, materials and construction waste and historic environment.

Cambridge City Council (March 2010) – Planning Obligation Strategy: provides a framework for securing the provision of new and/or improvements to existing infrastructure generated by the demands of new development. It also seeks to mitigate the adverse impacts of development and addresses the needs identified to accommodate the projected growth of Cambridge. The SPD addresses issues including transport, open space and recreation, education and life-long learning, community facilities, waste and other potential development-specific requirements.

5.12 Material Considerations

City Wide Guidance

Cambridge City Council Open Space Standards Guidance for Interpretation and Implementation (2010) Sets out how all residential developments should make provision for public open space, if not on site then by commuted payments. It incorporates elements from the Planning Obligations Strategy Supplementary Planning Document (2010) and the Open Space and Recreation Strategy (2006).

6.0 CONSULTATIONS

Cambridgeshire County Council (Transport)

- 6.1 No objections. The applicant must however provide a manoeuvring diagram to demonstrate that a family car can turn to enter and leave the site in forward gear.

The applicant must show the dimensions for the proposed car parking spaces, which should be 2.5m x 5m with a 6m reversing space.

Arboriculture

- 6.2 The site is the end of a rear garden with an existing access point to the proposed site. Within the garden are a number of mature and over mature trees. The surrounding gardens appear to be similarly planted at the same time, as one would expect. The trees within this particular site do not have any special visual amenity value within the local area to warrant retention. New tree planting within the proposed development will add to the age diversity within the local tree population. The existing trees should not constrain the development.

Head of Environmental Services

- 6.3 No objections subject to conditions.
- 6.4 The above responses are a summary of the comments that have been received. Full details of the consultation responses can be inspected on the application file.

7.0 REPRESENTATIONS

7.1 The owners/occupiers of the following addresses have made representations: 25 and 27 Grantchester Road.

7.2 The representations can be summarised as follows:

- The development results in the loss of 15 trees many of which are an important part of the surroundings.
- The Silver Birch is a beautiful specimen.
- Removal of 7 Lawson Cypress trees is unnecessary.
- The 3 trees to the west could all be kept which would still allow for a useable garden.
- Visual impact of the building being dominant from neighbouring gardens.
- Was planning permission needed for the garage?
- Fumes from chimney a concern.
- Impact on wildlife from the removal of trees.

7.3 The above representations are a summary of the comments that have been received. Full details of the representations can be inspected on the application file.

8.0 ASSESSMENT

8.1 From the consultation responses and representations received and from my inspection of the site and the surroundings, I consider that the main issues are:

1. Principle of development
2. Context of site, design and external spaces
3. Residential amenity
4. Refuse and bicycle Arrangements
5. Car Parking
6. Third party representations
7. Planning Obligation Strategy

Principle of Development

8.2 The provision of additional dwellings on previously developed land, and the provision of higher density housing in sustainable locations is generally supported by central government advice contained in Planning Policy Statement (PPS) 3: Housing, and policy H1 of the East of England Plan 2008. Policy 5/1 of the

Cambridge Local Plan 2006 allows for residential development from windfall sites, subject to the existing land use and compatibility with adjoining uses, which is discussed in more detail in the amenity section below. The proposal is therefore in compliance with these policy objectives.

- 8.3 The recently revised PPS 3 now declassifies gardens from the definition of brownfield land, and the national minimum density for new development has been removed. This notwithstanding, Local Plan policy 3/10 sets out the relevant criteria for assessing proposals involving the subdivision of existing plots, which recognises the important part of the character and amenity value gardens contribute to the City.
- 8.4 In principle, policy 3/10, allows for proposals for the sub-division of existing plots in the garden area or curtilage of existing dwellings. Development of this nature will not be permitted however if it will have a significant adverse impact on the amenities of neighbouring properties through loss of privacy, light or an overbearing sense of enclosure; provide inadequate amenity space, or detract from the prevailing character and appearance of the area. An analysis of these issues is provided in the design and amenity sub sections below.
- 8.5 There is no objection in broad principle to residential development, but the proposal has to be assessed against the criteria of other relevant development plan policies. In my opinion, the principle of the development is acceptable and in accordance with policy 5/1, Cambridge Local Plan 2006.

Context of site, design and external spaces

- 8.6 The acceptability of this scheme in terms of design, turns on the detailed design and appearance of the new building in relation to its surrounding context.
- 8.7 The sub-divided plot benefits from direct access from the accessway off Kings Road, which, in combination with its logical rectangular dimensions, lends itself well to subdivision. The form and proportions of the sub-divided plot would not detract from the character and appearance of the area, which is in accordance with Local Plan policy 3/10.

- 8.8 New buildings should have a positive impact upon their setting in terms of height, scale, form, materials, detailing and wider townscape views, in accordance with Local Plan policy 3/12. The proposed building has been designed as subservient to the size and scale of the main frontage of detached residential properties which address Selwyn Road to the south, and Grantchester Road to the west. In my view this is the correct approach, because the site does not command any significant road frontage. The overall height of the proposed bungalow will be similar to the existing garage and will not be unduly prominent or out of character in its context. The design of the building is appropriate to this more secluded location.
- 8.9 In terms of the detailed design, the rough cast white rendered walls and tiled roof will complement the surroundings, (within which there are a variety of materials), and are appropriate to the form of the building.

External spaces and trees

- 8.10 With regard to external spaces, the development will require the loss of numerous trees around the existing workshop outbuilding. The most significant of which is a silver birch (T003) to the south east corner of the sub-divided plot. The Council's arboricultural officer has considered the scheme and does not feel that this tree should constrain development. While it is a mature attractive specimen, it is showing signs of decline, and has a limited safe life expectancy. Its retention is not practicable, and in my view it should not constrain the development of the site.
- 8.11 I recognise that the other trees which are to be removed to facilitate this development currently provide a green vista from the rear outlook of numbers 25 and 27 Grantchester Road. However, the most mature trees on the site (numbered T001 and T002) which have high amenity value will be retained and protected during the works. There is also 1 replacement tree proposed to the south eastern corner of the sub-divided plot to the benefit of the scheme.
- 8.12 The development will provide a useable, attractive garden area which is south facing, in accordance with policy 3/10. The donor property number 48A Selwyn Road will retain a relatively large garden.

- 8.13 As a separate issue the Environmental Health Team identify a potential hazard of contamination from the previous workshop building, and recommend the imposition of the Council's standard contaminated land condition.
- 8.14 In summary, the design of the building in my view responds positively to its setting and is compliant with Cambridge Local Plan (2006) policies 3/4, 3/7, 3/10, 3/12 and 4/4.

Residential Amenity

Impact on amenity of neighbouring occupiers

- 8.15 The proposed bungalow will have greatest impact upon the occupiers of neighbouring properties 25 and 27 Grantchester Road, which adjoin the site to the west. The bungalow will be more visible than the existing workshop outbuilding because of the loss of tree cover, but this does not in my view equate to significant harm. The gable end of the mono pitch roof rises to a height of 5m, although this tapers down to 2.3m, which is a similar height to a standard close boarded fence. The layout of the dwelling is such that visual impact to the western boundary has been kept to a minimum.
- 8.16 In addition, the rear of the new bungalow measures approximately 20m to the rear windows of number 25. This is a sufficient distance to avoid any overbearing sense of enclosure. The windows in the western elevation of the new bungalow are also at ground floor level, and so would not cause any overlooking.
- 8.17 In my opinion the proposal adequately respects the residential amenity of its neighbours and the constraints of the site and I consider that it is compliant with Cambridge Local Plan (2006) policies 3/4, 3/7, 3/10 and 3/12.

Amenity for future occupiers of the site

- 8.18 The bungalow has been carefully designed, taking into account its orientation. The living room and bedrooms are clustered around the south-western courtyard garden, giving the benefit of maximum daylight. Non-habitable rooms are all located to

the north of the building which again demonstrates that the building is well designed in its context.

- 8.19 In my opinion the proposal provides a high-quality living environment and an appropriate standard of residential amenity for future occupiers, and I consider that in this respect it is compliant with Cambridge Local Plan (2006) policies 3/4, 3/7, 3/10 and 3/12).

Refuse and bicycle Arrangements

- 8.20 The attached flat roof garage/car port is of sufficient size to accommodate several bins and bicycles to serve future occupiers. In my opinion the proposal is compliant with Cambridge Local Plan (2006) policy 3/12.

Car Parking

- 8.21 The County Highways Authority has considered this scheme and does not object to the application, provided that an adequate turning circle is demonstrated, and that the width of the car parking space accords with adopted standards. I measure the car parking space to be of a sufficient length and width. Access to the bicycles and bins would be restricted when a car is parked, but given that this is a single dwelling house, this is considered acceptable. The turning area also appears to be adequate, however, this notwithstanding, the nature of the site itself would naturally lend itself to the ownership of a relatively small car.
- 8.22 In my opinion the proposal is compliant with Cambridge Local Plan (2006) policies 8/6 and 8/10.

Third Party Representations

- 8.23 The majority of the points raised are covered in the above report. The following issue was also raised:

Fumes potentially emitted from the chimney

While it is possible future occupiers may have an open fire in the winter time, this is not a material planning consideration. It is covered by the Building Regulations and should this become a nuisance, it could be pursued through other legislation.

Did the original garage require planning permission?

The original garage is likely to have fallen within the scope of 'permitted development' before the October 2009 amendments to the General Permitted Development Order (1995). This is not however a material consideration for the proposed dwelling.

Loss of wildlife

I recognise that the building works and loss of tree cover generally will have an impact on local wildlife. However, the new bungalow will be served with a garden and sensitive landscaping, planting and the new tree will mitigate its wildlife impact.

Planning Obligation Strategy

8.24 The Community Infrastructure Levy Regulations 2010 have introduced the requirement for all local authorities to make an assessment of any planning obligation in relation to three tests. If the planning obligation does not pass the tests then it is unlawful. The tests are that the planning obligation must be:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

In bringing forward my recommendations in relation to the Planning Obligation for this development I have considered these requirements. The Planning Obligation Strategy (2010) provides a framework for expenditure of financial contributions collected through planning obligations. The applicants have indicated their willingness to enter into a S106 planning obligation in accordance with the requirements of the Strategy. The proposed development triggers the requirement for the following community infrastructure:

Open Space

- 8.25 The Planning Obligation Strategy requires that all new residential developments contribute to the provision or improvement of public open space, either through provision on site as part of the development or through a financial contribution for use across the city. The proposed development requires a contribution to be made towards open space, comprising outdoor sports facilities, indoor sports facilities, informal open space and provision for children and teenagers. The total contribution sought has been calculated as follows.
- 8.26 The application proposes the erection of 1 four-bedroom houses, two-bedroom house. A house or flat is assumed to accommodate one person for each bedroom, but one-bedroom flats are assumed to accommodate 1.5 people. Contributions towards children's play space are not required from one-bedroom units. The totals required for the new buildings are calculated as follows:

Outdoor sports facilities					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
2-bed	2	238	476	1	714
Total					714

Indoor sports facilities					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
2-bed	2	269	538	1	807
Total					807

Informal open space					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
2-bed	2	242	484		726
Total					726

Provision for children and teenagers					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
2-bed	2	316	632		948
Total					948

8.27 Subject to the completion of a S106 planning obligation to secure the requirements of the Planning Obligation Strategy (2010), I am satisfied that the proposal accords with Cambridgeshire and Peterborough Structure Plan (2003) policies P6/1 and P9/8 and Cambridge Local Plan (2006) policies 3/8 and 10/1.

Community Development

8.28 The Planning Obligation Strategy (2010) requires that all new residential developments contribute to community development facilities, programmes and projects. This contribution is £1256 for each unit of one or two bedrooms and £1882 for each larger unit. The total contribution sought has been calculated as follows:

Community facilities			
Type of unit	£per unit	Number of such units	Total £
2-bed	1256		1882
Total			1882

8.29 Subject to the completion of a S106 planning obligation to secure the requirements of the Planning Obligation Strategy (2010), I am satisfied that the proposal accords with Cambridgeshire and Peterborough Structure Plan (2003) policies P6/1 and P9/8 and Cambridge Local Plan (2006) policies 5/14 and 10/1.

Waste

8.30 The Planning Obligation Strategy (2010) requires that all new residential developments contribute to the provision of household waste and recycling receptacles on a per dwelling

basis. As the type of waste and recycling containers provided by the City Council for houses are different from those for flats, this contribution is £75 for each house and £150 for each flat. The total contribution sought has been calculated as follows:

Waste and recycling containers			
Type of unit	£per unit	Number of such units	Total £
House	75	1	75
Flat	150		
Total			75

8.31 Subject to the completion of a S106 planning obligation to secure the requirements of the Planning Obligation Strategy (2010), I am satisfied that the proposal accords with Cambridgeshire and Peterborough Structure Plan (2003) policies P6/1 and P9/8 and Cambridge Local Plan (2006) policies 5/14 and 10/1.

8.32 It is my view that the planning obligation is necessary, directly related to the development and fairly and reasonably in scale and kind to the development and therefore the Planning Obligation passes the tests set by the Community Infrastructure Levy Regulations 2010.

9.0 CONCLUSION

9.1 The proposed bungalow has been sensitively designed to respond to the constraints of the sub-divided plot, the dimensions of which can comfortably carry the new dwelling. The trees to be removed are not considered to be of such amenity value as to constrain development. The development will not have a significant visual impact upon neighbouring residential properties and approval is therefore recommended.

10.0 RECOMMENDATION

Approve subject to the satisfactory completion of the S106 Agreement by 1 August 2010.

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the requirements of section 51 of the Planning and Compulsory Purchase Act 2004.

2. No development shall take place until samples of the materials to be used in the construction of the external surfaces of the development hereby permitted have been submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details.

Reason: To ensure that the appearance of the external surfaces is appropriate. (East of England Plan 2008 policy ENV7 and Cambridge Local Plan 2006 policies 3/4, 3/12 and 3/14)

3. Except with the prior written agreement of the local planning authority in writing no construction work or demolition shall be carried out or plant operated other than between the following hours: 0800 hours to 1800 hours Monday to Friday, 0800 hours to 1300 hours on Saturday and at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of the adjoining properties. (Cambridge Local Plan 2006 policy 4/13)

4. No development approved by this permission shall be commenced prior to a contaminated land assessment and associated remedial strategy, together with a timetable of works, being submitted to the LPA for approval.

(a)The contaminated land assessment shall include a desk study to be submitted to the LPA for approval. The desk study shall detail the history of the site uses and propose a site investigation strategy based on the relevant information discovered by the desk study. The strategy shall be approved by the LPA prior to investigations commencing on site.

(b)The site investigation, including relevant soil, soil gas, surface and groundwater sampling, shall be carried out by a suitable qualified and accredited consultant/contractor in accordance with a quality assured sampling and analysis methodology.

(c)A site investigation report detailing all investigative works and sampling on site, together with the results of the analysis, risk assessment to any receptors and a proposed remediation strategy shall be submitted to the LPA. The LPA shall approve such remedial works as required prior to any remediation commencing on site. The works shall be of such a nature as to render harmless the identified contamination given the proposed end use of the site and surrounding environment including any controlled waters.

(d)Approved remediation works shall be carried out in full on site under a quality assurance scheme to demonstrate compliance with the proposed methodology and best practice guidance.

(e)If, during the works contamination is encountered which has not previously been identified then the additional contamination shall be fully assessed and an appropriate remediation scheme agreed with the LPA.

(f)Upon completion of the works, this condition shall not be discharged until a closure report has been submitted to and approved by the LPA. The closure report shall include details of the proposed remediation works and quality assurance certificates to show that the works have been carried out in full in accordance with the approved methodology. Details of any post-remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the closure report together with the necessary documentation detailing what waste materials have been removed from site.

Reason: In the interests of the amenities of future occupiers, Cambridge Local Plan 2006 policy 4/13.

5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or with any order revoking and re-enacting that Order with or without modifications) no windows or dormer windows shall be constructed other than with the prior formal permission of the local planning authority.

Reason: To protect the amenity of adjoining properties. (Cambridge Local Plan 2006 policies 3/4 and 3/14)

6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification), no extensions, or additions or garages shall be erected other than those expressly authorised by this permission.

Reason: To protect the amenity of adjoining properties, and to prevent overdevelopment of the site. (Cambridge Local Plan 2006 policies 3/4 and 3/14)

7. **Reasons for Approval**

1. This development has been approved subject to conditions and following the prior completion of a section 106 planning obligation (/a unilateral undertaking), because subject to those requirements it is considered to generally conform to the Development Plan, particularly the following policies:

East of England plan 2008: ENV7

Cambridgeshire and Peterborough Structure Plan 2003: P6/1, P9/8

Cambridge Local Plan (2006): 3/1, 3/4, 3/7, 3/10, 3/12, 4/4, 4/13, 5/1, 8/2, 8/6, 8/10

2. The decision has been made having had regard to all other material planning considerations, none of which was considered to have been of such significance as to justify doing other than grant planning permission.

These reasons for approval can be a summary of the reasons for grant of planning permission only. For further details on the decision please see the officer report online at www.cambridge.gov.uk/planningpublicaccess or visit our Customer Service Centre, Mandela House, 4 Regent Street, Cambridge, CB2 1BY between 8am to 6pm Monday to Friday.

INFORMATIVE: New development can sometimes cause inconvenience, disturbance and disruption to local residents, businesses and passers by. As a result the City Council runs a Considerate Contractor Scheme aimed at promoting high standards of care during construction. The City Council encourages the developer of the site, through its building contractor, to join the scheme and agree to comply with the model Code of Good Practice, in the interests of good neighbourliness. Information about the scheme can be obtained from The Considerate Contractor project Officer in the Planning Department (Tel: 01223 457121).

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Under Section 100D of the Local Government Act 1972, the following are “background papers” for each report on a planning application:

1. The planning application and plans;
2. Any explanatory or accompanying letter or document from the applicant;
3. Comments of Council departments on the application;
4. Comments or representations by third parties on the application as referred to in the report plus any additional comments received before the meeting at which the application is considered; unless (in each case) the document discloses 『 exempt or confidential information 』
5. Any Structure Plan, Local Plan or Council Policy Document referred to in individual reports.

These papers may be inspected by contacting John Summers (Ext.7103) in the Planning Department.

