

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Jonathan Whitehurst
Clerk to Potton Town Council
The Community Centre
Brook End
Potton, Sandy
Beds
SG19 2QS

Your Ref 37
Date 21 December 2020

Dear Mr Whitehurst,

Application No: CB/20/04641/FULL
Location: 3 Orchard Close, Market Square, Potton, Sandy, SG19 2NT
Proposal: Single storey side extension with rear bi folding doors.

I have received an application for planning permission in respect of the above property which can be inspected on our website within 3 working days from the date of this letter.

This application can be viewed at <http://www.centralbedfordshire.gov.uk/planning-register> by entering the application reference 20/04641.

Please provide any comments by no later than 18 January 2021.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face

meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:
https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Katie Dowling
Trainee Planning Officer

Submitting Consultee Comments Online Guidance

1. Open webpage: <http://www.centralbedfordshire.gov.uk/planning-register>
2. Enter the case reference in the search field: 20/04641

Application quick search

Type in the planning application number in the following format: YY/00000 to find the matching application. Please enter the number as shown on the correspondence that you have received from us.

Application Number:

3. The case summary will be displayed
4. Click on CB/20/04641/FULL (click for more details)

1 to 1 of 1 Results

You searched for: **Application Number:**

Please note these pages contain multiple entries, please select carefully.

For more details about each application please click on the relevant application number.

Please take care to choose the correct application type (ie FULL, LB, ADV).

Application Number:	'Your case reference' (click for more details)				
Application registered	Consultation period	Awaiting decision	Decided	Appeal	Appeal decided

5. Scroll down to the bottom of the page - there will be a link to 'Submit a Consultee Online Comment'

Statutory Consultee

If you are a Consultee and would like to submit an on-line Comment on this application please **[Submit A Consultee Online Comment](#)**