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Stephanie Betts  
Cherwell District Council  
Planning Control Manager  
Bodicote House  
Bodicote  
Banbury  
Oxon  
OX15 4AA

Your Ref: 10/00846/F  
Our Ref: APP/C3105/A/11/2146127/NWF  
Date: 3 March 2011

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Dear Ms Betts

**Town and Country Planning Act 1990**  
**Appeal by Mr Charles Etherington Smith**  
**Site at Hill House, Sibford Ferris, Banbury, OX15 5RA**

I am writing to confirm that the hearing into this appeal will start at **10:00am** on Wednesday 11 May 2011 at Bodicote House, Bodicote, Banbury. Please arrange a car-parking space for the Inspector and send the details, together with a location plan of the venue, to the case officer quoting our appeal reference number.

The name of the Inspector will be confirmed to you at a later date.

Please write to all those other than the appellant, with an interest in the land, and those who made representations at the planning application stage i.e. including any interested third parties, telling them about the hearing details at least 2 weeks before the hearing date. Your letter should cover:

- An Inspector has been appointed by the Secretary of State to determine this appeal;
- The location of the site and a description of the development;
- Where your, and the appellant's, statements can be inspected;
- that they may attend the hearing and, at the Inspector's discretion, give their views;
- that we will send a copy of the decision letter only to those who ask for one in writing;
- what facilities are available for people with disabilities e.g. parking spaces, access and seating arrangements etc.

You should send a copy of this letter and a list of those notified to the case officer. If you have not already done so, please send 2 copies of your written statement to the case officer and one copy to any statutory party. We must receive it within 6 weeks of the starting date.

If you consider it appropriate, please notify the press of the hearing. Please also note that people with disabilities who may be concerned about facilities at the hearing venue have been advised to write to, or contact, your Council to confirm that proper provisions are in place.

We aim to issue the decision letter within 7 weeks of the close of the hearing. If there is likely to be significant delay, we will let you know.

Yours sincerely

Nesta Nash

206J.PA08

*You can use the Internet to submit documents, to see information and to check the progress of this case through the Planning Portal. The address of our search page is -*

*<http://www.pcs.planningportal.gov.uk/pcsportal/casesearch.asp>*

*You can access this case by putting the above reference number into the 'Case Ref' field of the 'Search' page and clicking on the search button*