

YOUR REF ●

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DATE ●

RC/lm/4614  
18<sup>th</sup> June 2020

Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
Oxfordshire  
OX15 4AA

For the Attention of Mr. George Smith

Dear George

Re: Proposed conversion and extension of garage to annexe – Richmond House, Woodway Road, Sibford Ferris on behalf of Mr Charles Matthews

You will recall our meeting arranged under the Pre-App Enquiry 19/02717/PREAPP and your subsequent response, all of which was very much appreciated.

As you can probably appreciate matters for Mr Matthews are becoming ever more pressing, not of course assisted by the present difficulties being encountered with COVID 19, more so for him than many of us.

We have been very careful to study your comments and tried to balance those out with the needs of Mr Matthews, to develop a scheme proposal that we now submit as a basis for consideration under a Householder Planning Application.

In an ideal world we may have considered the submission of a second Pre-Application submission, however time is of the essence and we therefore seek to work with yourselves to reach a positive outcome, through the determination of the attached application.

We have been able to reduce the footprint of the original proposal considerably, but in order to provide the accommodation needs of Mr. Matthews we have incorporated a basement to meet his requirements, and be able to continue to enjoy his passions and pastimes, where you will appreciate very much means spending a lot of time at home, and probably increasingly so as the years pass by.

It is considered the proposals subject to this application work well for Mr Matthews and indeed in relationship to the host dwelling and neighbouring properties, and complimentary to its setting and context, whilst fulfilling an essential need for the occupant and long standing resident of Sibford Ferris.

We trust you will find the proposal reflective of your advice, whilst acknowledging the essential nature of the accommodation needs of Mr. Matthews and his keen desire, and the only practical option, after much exploration of alternatives, none of which in reality remotely were capable of meeting his needs either practically or financially.

We are concerned to work closely with you on this application and keen to respond and discuss any concerns you may have in determining the application.



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Yours sincerely



**Roger Coy MCIAT, MBIAC, ARICS**  
**Managing Director**

