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| **Environment**  |  |
| **Ed Potter – Assistant Director, Environmental Services** |
|  | Susan Dixonc/o Tracy LawrenceTreetech Arb ServicesLower BuildingsSarsdenChipping NortonOxfordshireOX7 6PN |  | Bodicote HouseBodicoteBanburyOxfordshireOX15 4AAwww.cherwell.gov.uk |
| Please ask for: | ***Caroline Morrey*** |  |  |
| Email: | tree.enquiries@cherwell-dc.gov.uk | Our Ref: | ***23/02400/TCA*** |

27 September 2023

Dear Sir/ Madam

**TOWN AND COUNTRY PLANNING ACT 1990**

**ACKNOWLEDGEMENT – ‘NOTICE OF INTENT’ TO UNDERTAKE WORKS TO TREE(S) IN A CONSERVATION AREA**

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| **Notification Ref No.:** | 23/02400/TCA |
| **Owner’s Name:** | Susan Dixon  |
| **Proposal:** | G1 x Birch No 3 - Reduce by 2 metresB1 x Conifer - FellT5 x Apple - Reduce by up to 1.5 metres, to around old points - thin out water shoots |
| **Location:** | Penn House 9 Walford Road Sibford Ferris Oxfordshire OX15 5BL |
| **Conservation Area:** | Sibford Ferris |
| **Parish(es):** | Sibford Ferris  |

Thank you for your notification to undertake works to trees in a conservation area. We have six weeks from the date of your notice to consider making a tree preservation order on the tree(s).

If by **7 November 2023** you do not hear from us, you may carry out the work as long as you do so within two years from the date of your letter and do no more work on the tree(s) than is set out in your original notice. We will, however, aim to inform you of the outcome of your proposal before this date. An officer of the council will endeavour to visit the site to assess your proposal.

Please be advised that a six week 'notice of intent' is not required if you are only proposing to remove trees or branches which may be justifiably classed as dead, dying, damaged or dangerous.

Should you require any further advice on this or any other exemptions then you should seek professional advice from a qualified arboriculturalist or seek clarification from the District Council.

If you would like any further information about this acknowledgement letter or our procedures, please contact Caroline Morrey quoting the reference number given above.

Yours sincerely

Ed Potter

Assistant Director, Environmental Services