

Mr Stephen Parry  
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Cherwell District Council  
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Please ask for: **Jonathan Emanuel**

Email: [tree.enquiries@cherwell-dc.gov.uk](mailto:tree.enquiries@cherwell-dc.gov.uk)

Our Ref: **25/02904/TCA**

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11 November 2025

Dear Sir/ Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
ACKNOWLEDGEMENT – ‘NOTICE OF INTENT’ TO UNDERTAKE WORKS TO TREE(S) IN A  
CONSERVATION AREA**

**Notification Ref No.:** 25/02904/TCA

**Owner’s Name:** Sibford School

**Proposal:** T1 Walnut - Crown reduction by approximately 3 metres (+/-0.5metre dependant on growth points available), Removal of all deadwood 25mm or greater in diameter at the point of attachment to functional wood and crown lifting to approximately 4 metres above ground level.

G1 Holly and ash - Removal to stumps as close as possible to ground level from the north side of Holly house.

T2 Beech - Crown reduction by approximately 3 metres (+/-0.5metre dependant on growth points available), Removal of all deadwood 25mm or greater in diameter at the point of attachment to functional wood.

T3 Sycamore - Crown reduction of the south aspect by approximately 3 metres (+/-0.5metre dependant on growth points available), blending the reduced crown into the remaining crown.

T4 Alder - Removal of the alder to a stump as close as possible to ground level.

T5 Ash - Removal of the lowest south limb from the ash and then reducing the remaining south aspect of the crown by up to 3 metres (+/-0.5metre dependant on growth points available).

**Location:** Sibford School The Hill Back Lane Sibford Ferris OX15 5QL

**Conservation Area:**

**Parish(es):**

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 **18 December 2025** 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 Jonathan Emanuel quoting the reference number given above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ed Potter', written in a cursive style.

Ed Potter  
Assistant Director, Environmental Services