**From:** Tom Plant   
**Sent:** 03 December 2015 10:19  
**To:** 'Richard Butt'  
**Cc:** Emily Shaw; 'teamp11@pins.gsi.gov.uk'  
**Subject:** RE: 3136680 - Bishops End, Burdrop

Dear Mr Butt.

Thank you for your email received 2nd December.

Following the standard notification procedure for appeal notification letters, I on 10th November 2015 sent via Royal Mail / email 19 notification letters to all those persons who contributed directly to the planning application reference 15/01103/F. In addition to those who were notified, the original comments made at application stage were forwarded onto the Planning Inspectorate, again as per Planning Appeals – England Procedural Guide.

For reference please see attached the appeal start date letter, notification list (as published on our website for the third party notification letters) and the Planning Appeals – England Procedural Guide.

Should you have any further questions with regards to the notification procedure for planning appeals, please can I direct you to the Planning Inspectorate customer service team on 0303 444 5000 or alternatively email the case officer Kerr Brown [teamp11@pins.gsi.gov.uk](mailto:teamp11@pins.gsi.gov.uk) .

With regards,

Tom Plant  
Appeals Administrator  
Planning Enforcement Team  
Development Directorate  
Phone: 01295 221811  
Email: [tom.plant@cherwell-dc.gov.uk](mailto:tom.plant@cherwell-dc.gov.uk)

This email contains informal Officer advice only that cannot prejudice any decision of the Local Planning Authority.