Karen,

I did review the glazing to try to reduce it down but it didn't achieve what you require in terms of design. I spoke with Colin and I believe everyone is happy with the attached proposals previously sent. The glazing is over the 25% area, however if required by building control we can get the energy assessor to carry out an SBEM calculation in order to pass building control.

I am away after today however I spoke with Colin and we agreed that as soon as I return we will submit the planning application.

Prior to submission to planning the following needs to be confirmed:

Please confirm by return of email that the attached drawings are agreed by all.

Please confirm ownership of the land the extension is to be built on. Land registry documents required to confirm ownership of the land.

Is the planning application exempt from the planning fee / are there any reductions or does this need to be paid by the Parish.

Contact information is required for planning officer you are in contact with who may be able to push the planning application forward at a quicker pace.

Also if you send the drawings across to Dave he may be able to provide an revised quote for the project build.

Speak to you on my return and hopefully we will have all of the above information to submit to planning.

Kind regards

**Nicola Atherton**

**Bachelor of Arts(Hons) Bachelor of Architecture**

**Diploma in Architecture**