

**Members of the Planning Site Inspection:**

PA Andrews, AM Atkinson, AN Bridges, PGH Cutter (Chairman), BA Durkin (Vice-Chairman), PJ Edwards, DW Greenow, KS Guthrie, J Hardwick, JW Hope MBE, MAF Hubbard, RC Hunt, Brig P Jones CBE, JG Lester, RI Matthews, FM Norman, AJW Powers, GR Swinford and PJ Watts

Our Ref: SI-Tuesday 7 January 2014

Please ask for: Tim Brown

Direct Line: (01432) 260239

E-mail: [tbrown@herefordshire.gov.uk](mailto:tbrown@herefordshire.gov.uk)

30 December 2013

Dear Councillor,

**SITE INSPECTIONS - TUESDAY 7 JANUARY 2014**

The Chairman of the Planning Committee and the Assistant Director - Economic, Environment and Cultural Services have determined that the following sites should be the subject of a prior site inspection.

The inspections will take place from **10.00 am**, on **Tuesday 7 January 2014**. Please note that, due to traffic and conditions, the times given are approximate and may vary.

Please find attached the relevant location plans. Please also find attached an extract from the Council's Constitution which governs the conduct of site inspections.

**1. 10:00 AM - 123317/O LAND AT SOUTHERN AVENUE, LEOMINSTER, HEREFORDSHIRE, HR6 0QF**

Class A 1 food store, petrol filling station and associated parking and servicing facilities, resizing and refurbishment of two Class B units and associated highway works.

Ward: **Leominster South****2. 10:30 AM - 130616/F LAND AT MILL STREET, LEOMINSTER, HEREFORDSHIRE**

Hybrid planning application (part detailed/part outline) for the part demolition of existing buildings and structures and mixed use development of the site to provide a retail store, petrol filling station, residential and associated works.

Ward: **Leominster North**

Yours sincerely,



**TIM BROWN**  
**DEMOCRATIC SERVICES OFFICER**

c.c. Applicant or Agent, Local Ward Member(s), Parish/Town Council, and Planning Services

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## PLANNING COMMITTEE

### EXTRACT FROM THE COUNCIL'S CONSTITUTION

#### SITE INSPECTIONS

##### 5.13.4 Site Inspections

5.13.4.1 Site Inspections by a Committee can be helpful in reaching a decision on issues where site circumstances are clearly fundamental to the decision. This is true particularly when the issues concern, for example, visual impact, the character of an historic building or the effect of development on local amenity. However, site inspections are costly, cause delay to decisions and are an unsuitable place for holding a reasoned debate.

The criteria for holding site inspections are:

- a the character or appearance of the development itself is a fundamental planning consideration;
- b a judgement is required on visual impact;
- c the setting and surroundings are fundamental to the determination or to the conditions being considered, and cannot reasonably be made without visiting the site in question.

The Chairman of the Planning Committee and the Assistant Director Environment, Planning and Waste will determine which applications will be the subject of a prior site inspection. This does not prevent any member of the Committee requesting a site inspection of a site at the Committee meeting when it has not already been visited by this procedure.

5.13.4.2 Site Inspections should not be held when inspection of the site is irrelevant to the material conditions. Any Member of the Committee may request a site inspection, but reasons based on the above criteria must be stated, and will be minuted.

5.13.4.3 **The purpose of the site visit is fact finding.** Officers will be able to point out relevant features of the site and surroundings. You will be able to see the physical features of the site and ask questions through the Chairman or the officers to seek clarification. Neither the applicant/agent or third parties will be allowed to participate in the site inspection. The input of these parties is made at the Committee meeting itself. At the discretion of the Chairman of the Planning Committee the appropriate Parish or Town Council may be invited to observe the inspection. In these circumstances the Parish or Town Council may not contribute to the opportunity to ask questions of officers on site.

5.13.4.4 **No discussion of the merits of the case must be permitted and all questions from you will be put through the Chairman.**

5.13.4.5 The visiting party will stay together as a group.

5.13.4.6 As a member of the Planning Committee when on site visits you should not make any comments that could create an impression that you had already formed a view on the merits of the application. No decision on the application should be made until the meeting of the Planning Committee at which the application is to be considered, when they will have before them all necessary information to be able to make an informed decision, including any material facts arising from the site visit which the Assistant Director Environment, Planning and Waste considers should be reported to the Committee.

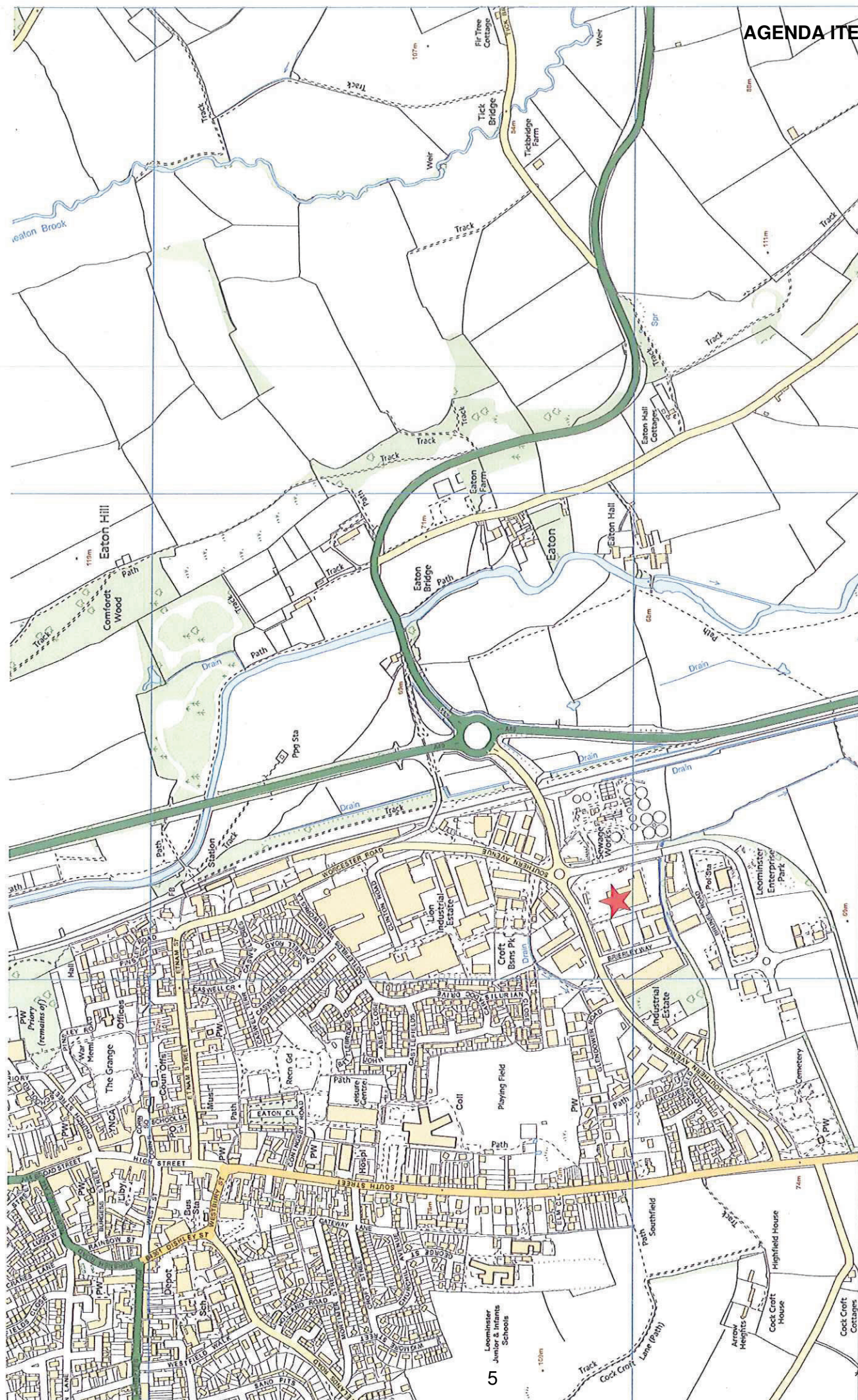
#### 5.13.4.7 Conduct of Visits

- a visits will be conducted in a formal manner.
- b the Chairman or Vice-Chairman will open the meeting, and remind members of its purpose and conduct.
- c Officers will highlight issues **relevant to site inspection**. If issues are raised which necessitate consultation with the applicant or his agent, this should be done after the close of the meeting and the outcome reported to the subsequent committee.
- d Local Ward Members will be invited to site inspections in their wards and asked to highlight local issues relevant to the site inspection.
- e the Chairman or Vice-Chairman will close the meeting.

#### 5.13.4.8 General Matters

- a there will be **no** debate about the merits of the application and no decision will be made.
- b no formal notes will be made.
- c **no** hospitality will be accepted.

5.13.4.9 **If you find it necessary to visit a site alone (perhaps because it was not possible for you to attend a Committee visit), you should view the site only from public vantage points, seek to avoid any discussion with interested parties, and, if there is such discussion, make it clear that no decision on the application will be taken until it has been discussed at Committee.**



Case Officer  
Andrew Banks

**Application Number 12331710**  
 Application Description Class A1 food store,  
 petrol filling station and associated parking and  
 servicing facilities, resizing and refurbishment  
 of two Class B units and associated highway  
 works at Land at Southern Avenue Leominster  
 HR6 0QF

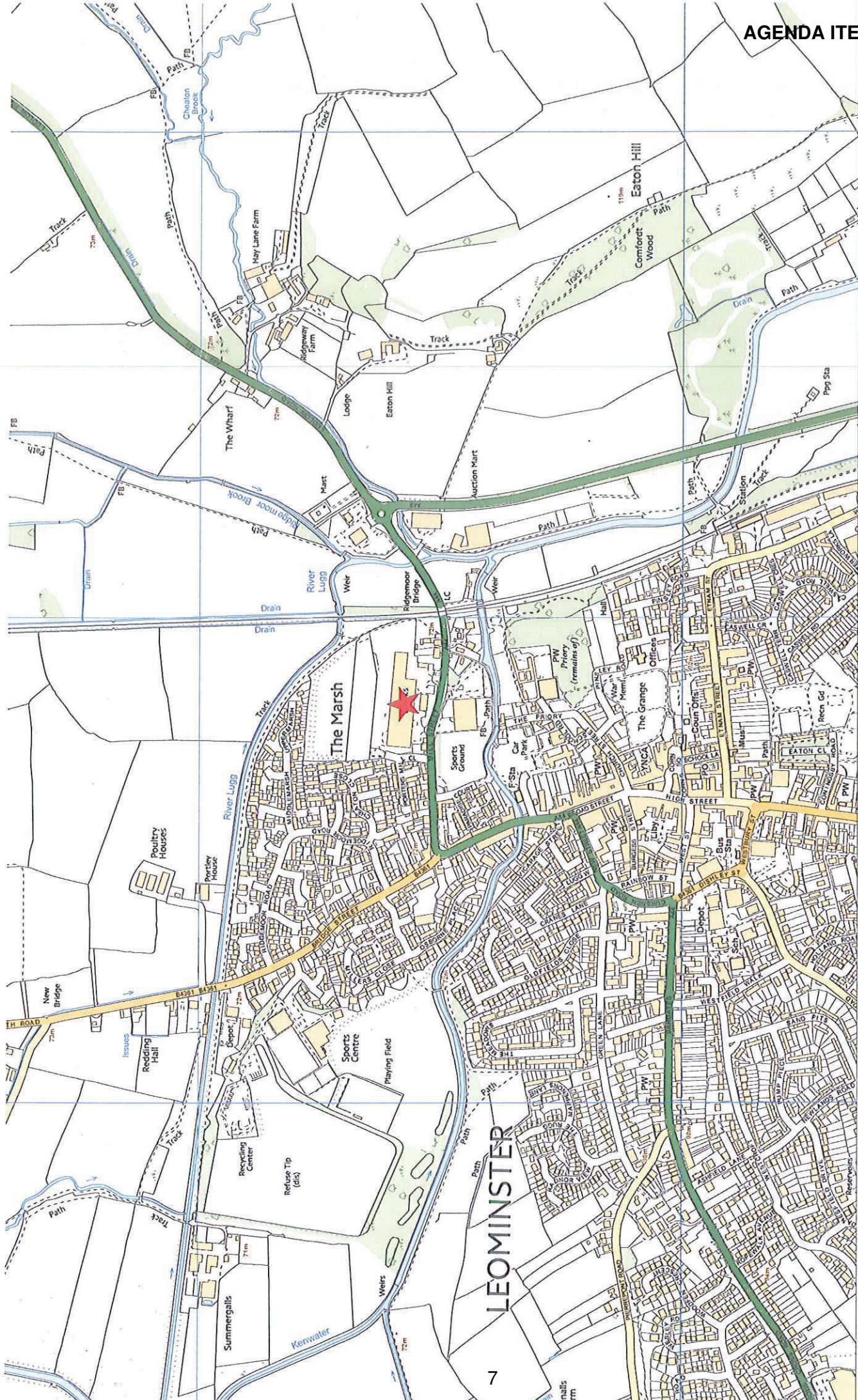
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**Application Number 130616/F**  
 Application Description : Hybrid planning (part /part outline) for the part demolition of existing buildings and structures and mixed use development of the site to provide a retail store, petrol filling station, residential and associated works at Land at Mill Stret Leominster, Herefordshire

Case Officer  
 Andrew Banks

★ Application Site  
 Scale 1:10,000 @ A4.

Herefordshire Council Planning Services  
 PO Box 230  
 Blueschool House  
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 HR1 2ZB  
 Tel: 01432 260000



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