

**Members of the Planning site inspection:**

BA Baker, CR Butler, PGH Cutter (Chairman),  
PJ Edwards, DW Greenow, KS Guthrie, J Hardwick  
(Vice-Chairman), EL Holton, TM James, JLV Kenyon,  
FM Norman, AJW Powers, A Seldon, WC Skelton and  
EJ Swinglehurst

Our Ref: SI-Tuesday 16 January 2018  
Please ask for: Tim Brown  
Direct Line: (01432) 260239  
email: [tbrown@herefordshire.gov.uk](mailto:tbrown@herefordshire.gov.uk)

9 January 2018

Dear Councillor,

**Site inspection(s) - Tuesday 16 January 2018**

The planning committee will be undertaking site inspection(s) at the following site(s).

The inspection(s) will take place from **10.00 am**, on **Tuesday 16 January 2018**. Please note that traffic and conditions may have an impact on the precise start time(s).

Please find attached the relevant location plan(s). Please also find attached an extract from the council's constitution which governs the conduct of site inspections.

**SITE INSPECTIONS - CONSTITUTION EXTRACT MAY 19****1. 10:00 AM - LAND AT THE VOLUNTEER INN, MARDEN, HEREFORDSHIRE, HR1 3ET** 5 - 6

Demolition and clearance of the existing public house ('The Volunteer Inn') and erection of new family public house with rooms (uco class a3/a4), customer car park and relocated vehicular and pedestrian access.

Ward: **Sutton Walls**

**2. (TO FOLLOW ON FROM FIRST VISIT ABOVE) 163158 - BROOK FARM, MARDEN, HEREFORDSHIRE, HR1 3ET** 7 - 8

Demolition and clearance of existing operational buildings and erection of new headquarters/administrative office building (uco class b1), including ancillary staff canteen/mess facilities, dedicated staff and visitor car parking and modifications to form two separate vehicular accesses (to the new offices and to the operational farmstead/packhouse).

Ward: **Sutton Walls**

Yours sincerely,

**Tim Brown**

**Democratic services officer**

c.c. Local ward member(s) and parish/town council(s)

**PLANNING COMMITTEE**  
**EXTRACT FROM THE COUNCIL'S CONSTITUTION**  
**SITE INSPECTIONS**

**5.6.12 Site Inspections**

5.6.13 Site Inspections by the 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; or
- (b) a judgement is required on visual impact; or
- (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 and place 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.

5.6.14 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.

5.6.15 **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 nor 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 and regulatory 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.

5.6.16 **No discussion of the merits of the case is permitted at site inspections and all questions from you will be put through the chairman.**

5.6.17 The visiting party will stay together as a group. Wherever possible the party should arrive at and leave the site together.

5.6.18 As a member of the planning and regulatory 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 and regulatory 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 and place considers should be reported to the committee.

5.6.19 Conduct of visits

- (a) visits will be conducted in a formal manner.
- (b) the chairman or vice-chairman will open the visit 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 visit and the outcome reported to the subsequent committee.
- (d) 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 visit.

5.6.20 General matters

- (a) No decision will be made concerning the application on site.
- (b) no formal notes will be made.
- (c) no hospitality will be accepted.

5.6.21 **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.**



AGENDA ITEM 1

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



**Application Number 163159**  
 Demolition and clearance of the existing public house ('The Volunteer Inn')  
 and erection of new family public house with rooms (UCO Class A3/A4),  
 customer car park and relocated vehicular and pedestrian access.  
 The Volunteer Inn, Marden, Herefordshire. HR1 3ET

**Case Officer**  
 Kelly Gibbons

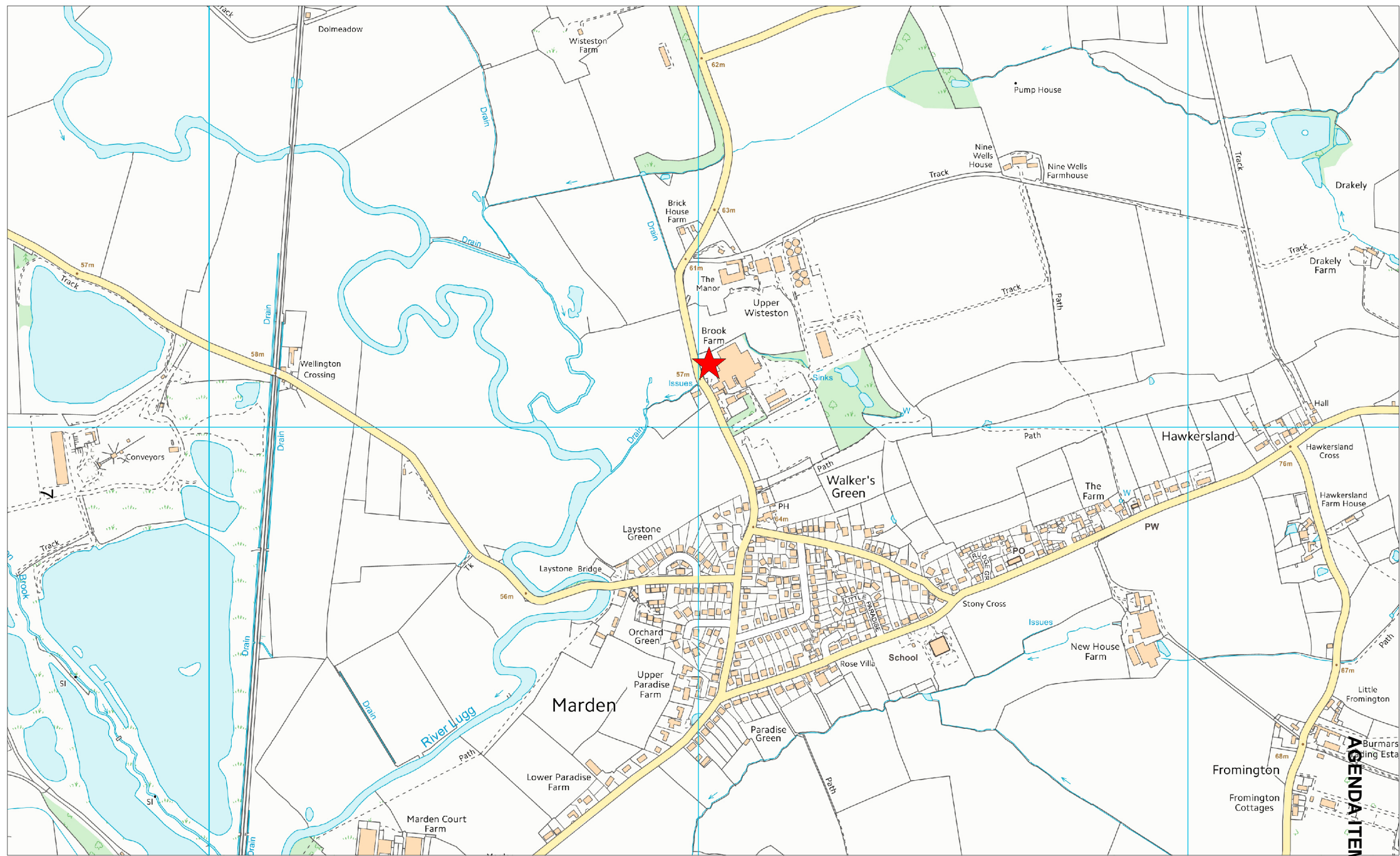
**Target Determination Date**  
 31/1/2018

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

© Crown copyright and database rights (2017) Ordnance Survey (100024168)  
 © Environment Agency copyright and/or database right 2013. All rights reserved.  
 © Crown Copyright and Landmark Information Group Ltd (2013)







AGENDA ITEM 2



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

## Application Number 163158

**Demolition and clearance of existing operational buildings and erection of new headquarters/administrative office building (UCO Class B1), including ancillary staff canteen/mess facilities, dedicated staff and visitor car parking and modifications to form two separate vehicular accesses (to the new offices and to the operational farmstead/packhouse). Land at Brook Farm", Marden, Herefordshire. HR1 3ET**

**Case Officer  
 Kelly Gibbons**

**Target Determination Date  
 31/1/2018**

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

© Crown copyright and database rights (2017) Ordnance Survey (100024168)  
 © Environment Agency copyright and/or database right 2013. All rights reserved.  
 © Crown Copyright and Landmark Information Group Ltd (2013)

