

Members of the Planning Site Inspection:

Polly Andrews, Bruce Baker, Dave Boulter, Simeon Cole, Clare Davies (Vice-Chairperson), Dave Davies, Elizabeth Foxton, Catherine Gennard, Peter Hamblin, Terry James (Chairperson), Dan Powell, Stef Simmons, John Stone, Richard Thomas and Diana Toynbee

Our Ref: SI-Tuesday 27 June 2023
Please ask for: Matthew Evans
Direct Line: (01432) 383690
email: Matthew.Evans@herefordshire.gov.uk

20 June 2023

Dear Councillor,

Site inspection(s) - Tuesday 27 June 2023

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 27 June 2023**. 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

1. **10:00 A.M. - 224160 - 26 WHITEHORSE SQUARE, HEREFORD, HEREFORDSHIRE, HR4 0HD** 5 - 6

Proposed change from garden room/gym to one bedroom holiday let. Parking to be provided at rear of property. (No external changes to building).

DIRECTIONS - To avoid any potential difficulties finding space to park, please can Cllrs arrive at the access drive to the site off Westfaling Street rather than park in Whitehorse Square. There is unrestricted parking available along Westfaling Street. For SatNav purposes please use **HR4 0JE**.

Ward: **Greyfriars**

Yours sincerely,



Matthew Evans
Democratic services officer

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

PLANNING AND REGULATORY 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 chairperson 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 chairperson 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 chairperson 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 chairperson.**

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.

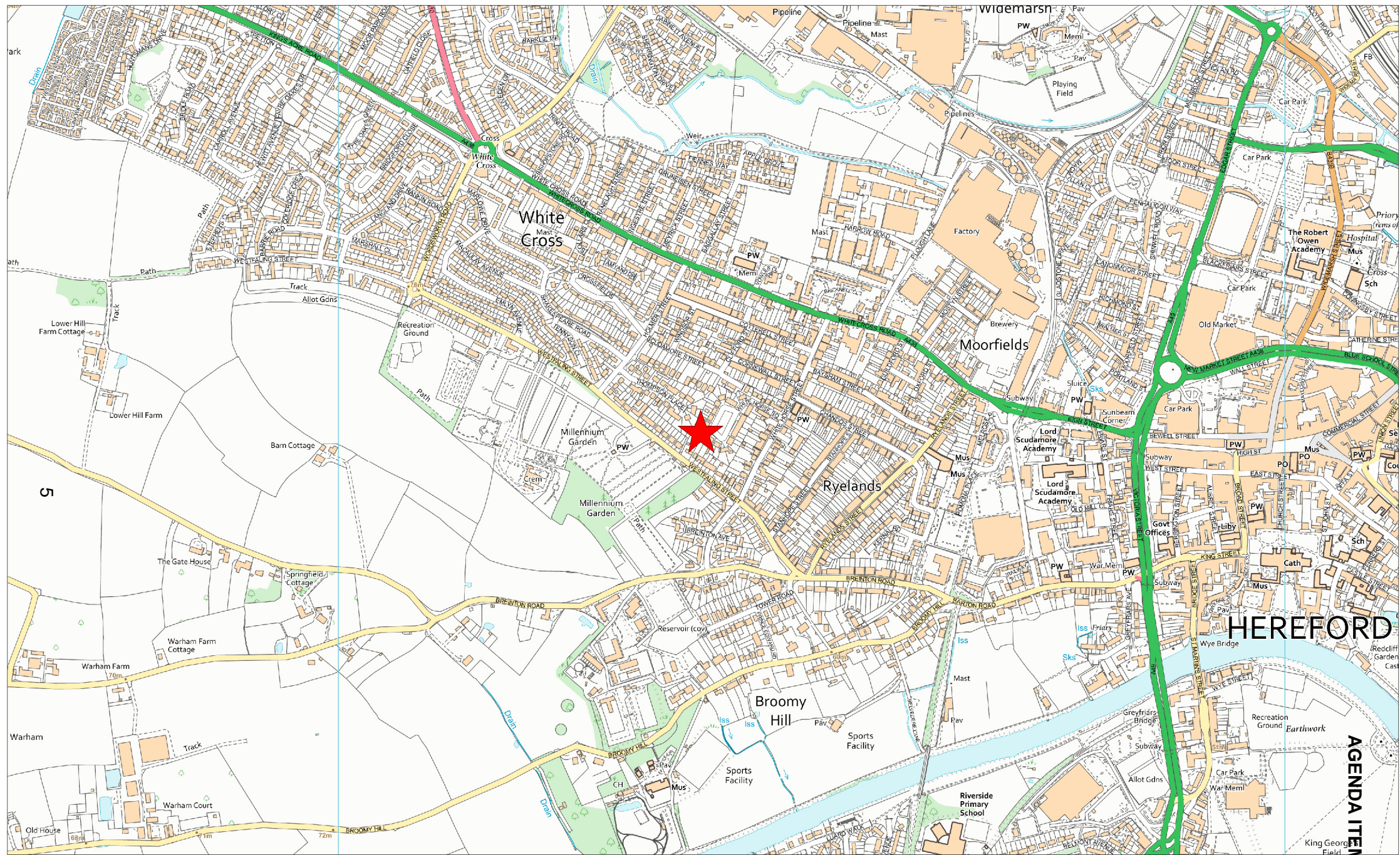
5.6.19 Conduct of visits

- (a) visits will be conducted in a formal manner.
- (b) the chairperson or vice-chairperson 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 chairperson or vice-chairperson 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.**



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

Application Number 224160

Proposed change from garden room/gym to one bedroom holiday let.
Parking to be provided at rear of property. (No external changes to building).

26 Whitehorse Square, Hereford, Herefordshire, HR4 0HD

Case Officer
Simon Withers

Target Determination Date
30/06/23

★ Application Site
Scale 1:10,000 @ A4

AGENDA ITEM 1

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