

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
to be held on Thursday 18th January 2024 at 6.00pm
At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. Minutes: To approve the Minutes of the meeting held on [16th November 2023](#)
3. Public Participation
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
 - 3.3.1 Police Report (if any)
 - 3.3.2 To review Policing Priorities for the Parish
4. Clerk's Report
5. Financial Matters:
 - 5.1 To note payments made since last meeting:
 - Print Plus
November newsletter £55.00
 - Unity Bank - DD
Bank charges for quarter ended 31.12.23 £18.00
 - 5.2 To approve payments now due:
 - Liz Kelso
 - Office costs – stationery & subscription £86.66
 - VAT £ 4.17
 - Total £90.83
 - Herefordshire Council
Election expenses £141.50
 - 5.3 To note receipts since the last meeting, If any
 - 5.4 To note account balance at date of meeting
 - 5.5 To note attached budget monitoring report
 - 5.6 To agree budget for 2024-5
 - 5.7 To agree precept request to Herefordshire Council for 2024-5
6. Highway Matters
 - 6.1
 - 6.1.1 Report from the Lengthsman
 - 6.1.2 To consider Lengthsman Scheme for 2024-5
 - 6.2 Footpaths:
 - 6.2.1 Report from Footpaths Officers
 - 6.2.2 To note recommended documentation in connection with Footpath Officer work
 - 6.3 Drainage issues: update and to agree further actions
 - 6.4 To consider traffic calming measures and potential grant funding for this work

7. Dinedor Camp
 - 7.1 To note update on recent Dinedor Camp Steering Group meeting
 - 7.2 To receive update on site meeting with Historic England and agree proposed actions arising there from
 - 7.3 Update on Dinedor Camp signage
 - 7.4 Dinedor Camp Access Road
 - 7.5 To consider request for commemorative bench on Dinedor Camp
 - 7.6 To note and agree engagement of Youth Justice Team for work on the Camp
8. Planning Matters
 - 8.1 Applications now due for consideration:
 - Ref: [233655](#)
Site: Land at Wye Stud Farm, Hollow Farm Road, Dinedor
Dev: Proposed Stud Managers Dwelling
 - 8.2 Decisions by Herefordshire Council since the last meeting
 - 8.3 Applications under permitted development rights, if any – for information
 - 8.4 Planning Enforcement Activity, if any
 - 8.5 To consider formal Review of Dinedor Neighbourhood Development Plan
9. Dinedor Village Hall: Report from the Village Hall
10. Future of the BT Phone box at Dinedor Cross
11. To consider whether to establish a Community Resilience Plan
12. To consider response to consultation from Hereford and Worcester Fire Service
13. To consider requests for Councillor training, if any
14. Information item: reports from Councillors
15. Items for the next agenda and date and time of next meeting – 15th February 2024

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
Tel: 07977675 456
E-Mail: clerk@dinedorparishcouncil.gov.uk Website: www.dinedorparishcouncil.gov.uk
Issued: 12.1.2024

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items.

In the interests of the wellbeing of those attending the meeting, please do not attend the meeting if you or a member of your household are unwell.

Dinedor Parish Council

Meeting to be held on 18.1.2024

Report from Ward Councillor, Cllr. David Davies

Happy New Year Everyone.

Hope you are all surviving the festive period and have had the opportunity to rest with friends and family. It was good to catch up with many residents over the various Christmas celebrations in my parishes. The last month has seen various announcements on council expenditure both nationally and locally, much of which I cover in this update, and is the backdrop to what looks like being an active and somewhat challenging year at world, national and local level.

Following lobbying by the council and our two MPs the Government has awarded a grant of 1.76 million pounds to support work on Local Nutrient Mitigation to allow the development of housing in the Lugg catchment area. It is four and half years since a ban on the granting of new houses was brought in by Herefordshire Council acting on the directions of Natural England.

The Government announced its provisional settlement to local authorities on 18th December for their revenue accounts and with a 4.99% Council Tax increase (including the social care charge of 3%) the council is proposing a balance budget for 2024/25. To be debated at its February meeting. There are national and local concerns about the rising costs of Adult and Children's care services, Home to school transport and special educational needs.

The Council has been carrying out consultations on its proposed budget and corporate plan which priorities the statutory services. There is also a consultation on future fortnightly collection of garden waste from properties from March to October using a 240 litre brown bin. There would be a cost of £55 per annum with the garden waste being composted. Details can be found at <https://consultations.herefordshire.gov.uk/consultations/article/105/garden-waste-collection-survey>



In December 2020 the Council awarded the former Lord Lieutenant of Herefordshire Lady Darnley the freedom of the County. Partly due to covid the presentation was never carried out and last month Cllr Roger Phillips presented the scroll of the freedom of Herefordshire to her at a reception to mark the 25th anniversary of

the establishment of Herefordshire Council in 1998.

As Lord Lieutenant she was her late Majesty's representative in the county and carried out duties on her behalf for 13 years. She supported the local Armed forces and blue light services, encouraged community and voluntary groups and promoted the success of local business. The late Queen made her a Champion of the Victorian Order which is a personal gift of the Monarch.

Last month the council voted and supported by a majority the Capital Programme of the minority administration. (Capital programmes are separate from the revenue budget with some repayments picked up in the revenue account).

It includes 10.6 million pounds for highway resurfacing, another 10 million to re-establish the building of the southern link road south of the City (From A465 Belmont to A49 at Grafton), previous funds were received from government for this road plus planning permission granted and some land compulsory purchased but the previous administration cancelled it and sold the land back.

Re locate the Library and learning centre to the Shirehall and a further 3 million to reopen and make the building operational again. Jointly work with Hereford Hospital and the H&W Group Training to build and open an education facility to train local people for careers in the Health and care sector.

There is also provision to invest in Employment land and incubation space at the large council owned Model farm site at Ross on wye and in the other four market towns.

With the recent announcement of the cancelling of HS2 beyond Birmingham huge levels of funding have now come available for transport projects- sadly if the Hereford bypass had been continued over the last four years instead of being cancelled we would have been well placed to deliver it. However the council will now look at these again build up the business case for bridge crossings across the Wye. They will also lobby for a new railway station at Pontrilas and the duelling of the line between Ledbury and Hereford.

As ever if you think I can help please do not hesitate to contact me.

Stay safe and keep well everybody

Wishing you all a happy healthy and prosperous new year

Regards

Dave

D E Davies IEng MIMechE

Councillor

Dinedor Hill Ward

07931733336

Dinedor Parish Council

Meeting to be held on 18th January 2024

Clerk's Report

The following items are brought to members attention but not the subject of a separate agenda item:

1. **Parish Defibrillator**

A question was raised at the last meeting regarding whether the Parish defibrillator is registered with The Circuit. I am happy to confirm that it has been registered since installation.

2. **Support for Church Property**

The Levelling Up and Regeneration Act 2023 includes an amendment to the Local Government Act 1894 clarifying the position for parish councils who wish to fund works to property relating to affairs of the church or held for an ecclesiastical charity. It is still necessary to establish an enabling power to act but the limitation placed by the 1894 Act have been removed.

3. **HALC Subscription 2024/5**

HALC has indicated that there will be an increase in their membership subscription for 2024/5 which for Dinedor will amount to an increase of approximately £50.00 for the year. The revised invoice is likely to be sent to parishes later this month.

4. **6th June 2024**

6h June 2024 will be the 80th anniversary of the D-Day landings in Normandy and town and parish councils across the country are being encouraged to hold celebratory events including the lighting of beacons at 9.15 on the day. If any member wishes to consider holding an event or funding an event, please notify the clerk so that this can be an agenda item for a later meeting.

5. **Hereford and Worcester Fire Service Consultation**

Hereford and Worcester Fire Service are currently carrying out a consultation on resources and have invited parish councils to take part. The deadline for submission of comments is March 4th so a formal response from the Parish Council can be agreed at the February meeting.

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2024

Opening Balance	£ 13,305.98
Add receipts	£ 16,296.01
Less Expenditure	£ 11,127.94
Balance	£ 18,474.05

Meeting		£ 18,474.05
Per bank statement	31.12.2023	
Add receipts since statement:		
Less: payments not yet authorised at statement date		
s/o since last statement		

£	-	£ 18,474.05
		£ -

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Budget 2023-4	Actual to 31.12.2023	Forecast to 31.3.2024	Proposed budget 2024- 2025
Income					
Precept	£ 9,500.00	£ 9,500.00	£ 9,500.00	£ 9,500.00	£ 11,500.00
Grants	£ -	£ 4,400.00	£ 4,399.99	£ 5,100.00	£ 310.00
Outdoor Centre Insurance reimbursement	£ 876.00	£ 1,000.00	£ 981.13	£ 981.00	£ 1,000.00
Transmitter income	£ 2,000.00	£ 2,000.00		£ 2,000.00	£ 2,000.00
Insurance Claim	£ -			-	£ 550.00
VAT reclaim	£ 966.52	£ 1,415.00	£ 1,414.89	£ 1,415.00	
Other					
Total income:	£ 13,342.52	£ 18,315.00	£ 16,296.01	£ 18,996.00	£ 15,360.00
Net expenditure:	-£ 3,888.55	-£ 2,185.00	£ 5,168.07	£ 2,009.00	-£ 6,640.00
Reserves:					
Opening Balance	£ 17,194.53	£ 13,305.98	£ 13,305.98	£ 13,305.98	£ 15,314.98
Add: Net expenditure	-£ 3,888.55	-£ 2,185.00	£ 5,168.07	£ 2,009.00	-£ 6,640.00
Closing Balance:	£ 13,305.98	£ 11,120.98	£ 18,474.05	£ 15,314.98	£ 8,674.98
Tax Base		132.5			135.59
Precept per Band D equivalent		71.7			84.81

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Budget 2023-4	Actual to 31.12.2023	Forecast year to 31.3.2024	Proposed Budget 2024-5
<u>General Expenditure</u>					
Staff costs	£ 5,072.42	£ 5,500.00	£ 4,075.35	£ 5,442.00	£ 6,000.00
Temporary Staff Costs	£	£ 1,000.00			£ -
General Office Costs	£ 393.61	£ 350.00	£ 401.17	£ 450.00	£ 500.00
Room Hire	£ 175.50	£ 250.00	£ 264.00	£ 264.00	£ 350.00
Insurance	£ 1,559.14	£ 1,800.00	£ 1,664.29	£ 1,664.00	£ 1,800.00
Lengthsman Scheme	£ 6,600.00	£ 3,000.00	£ 1,820.00	£ 5,000.00	£ 3,000.00
Repairs & Maintenance - Other			£ -	£ -	£ -
Repairs & Maintenance - Camp	£ 720.00	£ 2,000.00	£ 695.00	£ 700.00	£ 6,000.00
Purchases, other	£	£ 600.00	£ -	£ -	£ 600.00
Subscriptions	£ 395.51	£ 400.00	£ -	£ 500.00	£ 550.00
Audit Fees	£ 110.00	£ 200.00	£ 249.75	£ 250.00	£ 300.00
Election costs	£	£ 1,700.00	£ -	£ 142.00	£ -
Advertising/publicity			£ -	£ -	£ -
Training	£ 50.00	£ 150.00	£ 90.00	£ 100.00	£ 150.00
Website	£	£ 150.00	£ 225.00	£ 225.00	£ 250.00
Newsletter	£ 310.00	£ 350.00	£ 275.00	£ 350.00	£ 400.00
Miscellaneous	£	£ 50.00	£ 330.00	£ 350.00	£ 100.00
VAT	£ 1,414.89	£	£ 538.38	£ 550.00	
Other Expenditure					
Legal costs	£ -	£ 1,000.00	£ -	£ -	£ 500.00
Neighbourhood Plan	£ -	£ -	£ -	£ -	£ 500.00
Donations & Grants	£ 430.00	£ 2,000.00	£ 500.00	£ 1,000.00	£ 1,000.00
Total Expenditure	£ 17,231.07	£ 20,500.00	£ 11,127.94	£ 16,987.00	£ 22,000.00

Dinedor Parish Council

Meeting to be held on 18th January 2024

Agenda item 5.6

2024-2025 Budget Proposals – Supplementary Information

An agreed budget for any year forms the basis for the precept request to Herefordshire Council. For the proposed budget for 2024-5, the following is relevant:

1. Income

- The precept figures shown on the final column of the sheet is a suggestion only. It is generally considered that operating costs (broadly reflected in the general expenditure total) should be covered by the precept, plus a contingency for planned expenditure in the short term. Exceptional or one-off items can be funded through reserves if available. Grants may be available for some items of expenditure but are not reflected in the draft budget with the exception of the base figure indicated under the Lengthsman Scheme.
- The precept for the current financial year is £9,500. The last change was for 2020-2021. Recent precept changes are shown below:

2015-6	£11,461.00
2016-7	£9,000.00
2020-1	£9,500.00

There is currently no cap on the amount a parish council can increase its precept.

2. Expenditure

- Known increases in expenditure items have been incorporated into the draft budget where possible. For other expenditure items an increase in line with inflation has been added.
- Dinedor Camp maintenance budget includes an estimate of costs of tree works required in accordance with the tree safety survey recently carried out.

3. Tax Base

The tax base is the number of band D equivalent properties within the parish. Changes in the parish element of the Herefordshire Council collected council tax are usually taken to compare changes in parish precept.

The current tax base for Dinedor, as provided by Herefordshire Council is 135.59 equivalent band D properties (up from 132.5 for 2023-4). The impact of changes in the precept can be shown below:

Precept:

*Annual cost per
Band D equivalent:*

£9,500	£70.06
£10,000	£73.75
£11,000	£81.13
£11,500	£84.81
£12,000	£88.50
£13,000	£95.88

4. **Reserves**

Town and Parish Councils are recommended to hold reserves to meet unexpected expenditure and for planned projects or expenditure in the future. Where reserves are held for a specific purpose, they can be earmarked for that purpose by resolution of the council. Earmarked reserves are usually held for capital items or in very small parishes to cover the cost of a by-election if one is requested by the electorate when a parish councillor resigns during the usual four year term of office. Herefordshire Council currently estimate that the costs to be borne by a parish council for a full by-election for a parish of the size of Dinedor could amount to some £2,000.00

In all other circumstances, reserves are recommended to be held for between 3 months to 12 months of planned expenditure depending upon the size of the parish. For a parish the size of Dinedor, reserves approaching 12 months expenditure estimates would be considered appropriate by auditors. Forecast reserves at the end of the current financial year are likely to be approximately 70% of planned expenditure for 2024-5.

DINEDOR CAMP

Scheduled Monument No: SM HE 12, HA 1001758

Welcome to Dinedor Camp. We hope you will enjoy your visit

This is the site of a scheduled ancient monument and is owned by Dinedor Parish Council. It is a criminal offence to undertake any action which may damage the site or the archaeology which lies beneath it without the express permission of Historic England. The following rules are to protect the site so that this area can be maintained for all to enjoy. Please note the following:

- **This is a natural site with trees that can become damaged in bad weather. Please be aware that trees and branches may fall so take extra care when walking close to or underneath trees on the site.**
- **No tree felling or removal of wood**
- **Please pick up after your dog**
- **Please take your rubbish home with you**
- **No camping**
- **No lighting fires or barbecues**
- **No horse riding on the hill fort**
- **No activity which disturbs or is likely to disturb the ground**

Please note that CCTV recording may be used within the area of the scheduled monument and may be used as evidence in the event of breach of the above rules.



Historic England

Dinedor Parish Council
Tel: 07977675456

Dinedor Parish Council

C/O 5 Deerhurst Drive

Belmont, Hereford

HR2 7XX

Tel: 07977 675456

Email: dinedorparishcouncil@gmail.com

10th December 2019

Cllr. J. Harrington
Cabinet Member for Transport and Infrastructure
Herefordshire Council
Plough Lane
Hereford HR4 0LE

Dear Cllr. Harrington

Dinedor Camp Access Road

We write with regard to the access road to Dinedor Camp within the Parish of Dinedor. Over several years we have requested that this road, for which we have clear evidence is a road that has been and currently is maintained at public expense, be added to the List of Streets (LoS) maintainable at public expense. We would now like to formally repeat that request and to invite you to attend an informal meeting on site so that we can present our findings to you.

We attach a map of the area and our comments below should be read in conjunction with that map.

Our Chairman met previously with your interim Highways Manager Shaun Rooney. He confirmed that the road had been publicly maintained, but stated that this was as "landowner". This statement could reasonably apply to the blue section as until handed over to Dinedor Parish Council under a Community Asset Transfer of the area known as Dinedor Camp it was owned by your Council. However, the red section is unregistered land and not included in the frontages property deeds and could only have been legally made up and surfaced as a public highway which it clearly has been for decades. We have now found a Minute that confirms the road was surfaced in the 1990s by what was the District Council at that time, i.e. the road was maintain at public expense.

On at least two occasions within the last year, potholes have been filled by your public realm contractor, for which we are grateful, but this further confirms the road is maintainable and has been maintain at public expense.

Correspondence from Mr Clive Hall has set out information regarding the different previous authorities involved but fails to recognise that Herefordshire Council as the Unity authority has inherited all the powers and duties of those previous authorities.

We have also found:

1. Minutes from the 1990s confirming that the road was made up by the Local Authority (i.e. maintained at public expense).

2. The road shown on pre 1835 maps, which confirms it existed prior to the 1835 Highways Act which makes the existing roads publicly maintainable.
3. An affidavit lodged with Land Registry by property owners at the end of the road, which confirms the road has been used by the public, continuously and without restriction, since the 1920s and therefor becomes a Highway under Highways Act Sec31.
4. The red section is clearly excluded from 1910 Finance Act Maps (held in HARC) evidencing that the road was in existence as a highway in 1910.
5. The presence of a public Tea Room in what is now Dinedor Outdoor Centre plus numerous people able to offer statements of public vehicular access to the camp parking areas throughout their life time
6. The road is shown in yellow on OS maps, the same as the other publicly maintainable roads in Dinedor, a designation indicating public access, which has been the case for more than a century
7. The road is numbered 23213667 in the LSG and NSG which is the same as the road up to the Laurels, (also U72011) which implies it has always been considered as one continuous entity.

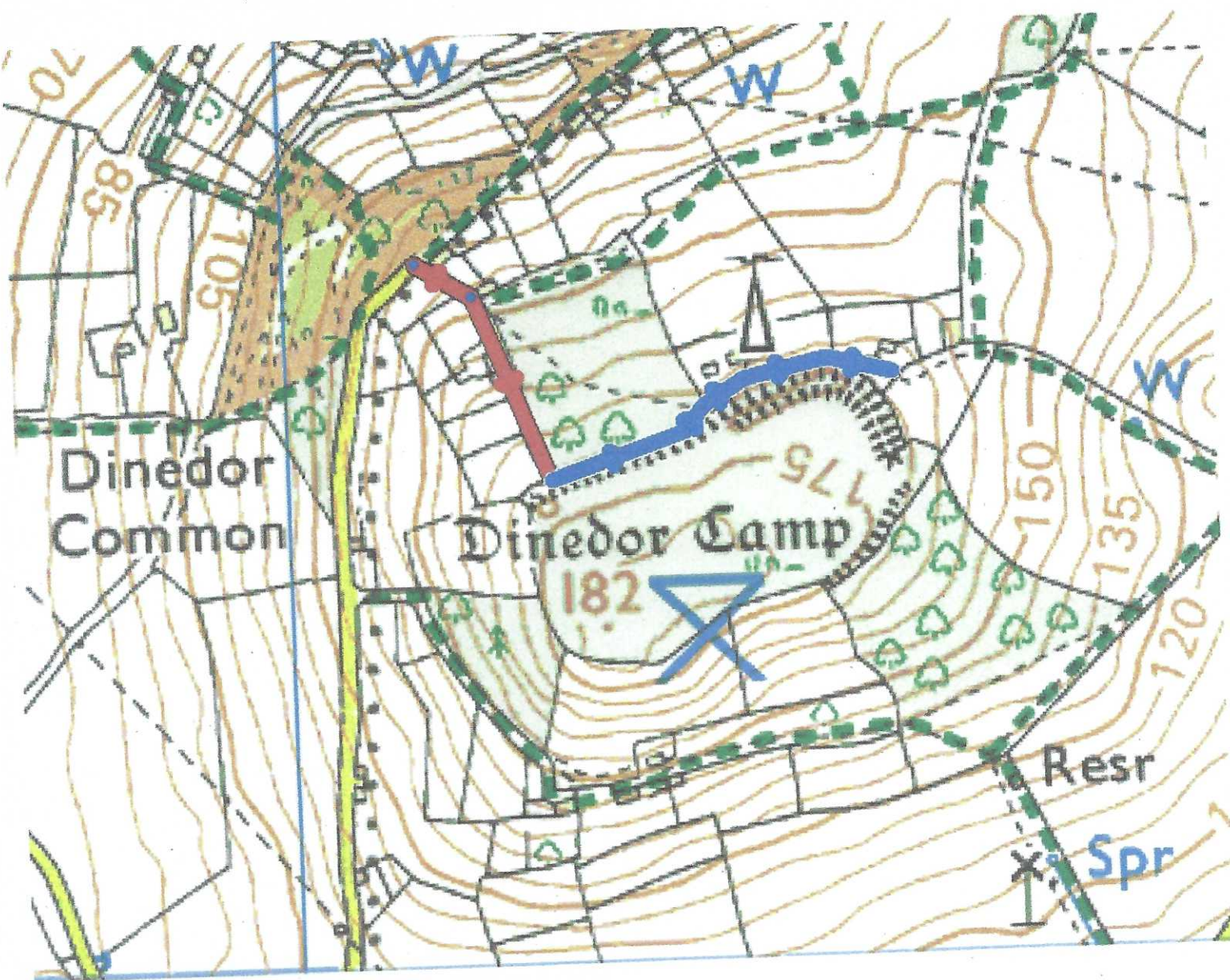
Dinedor Camp is a scheduled ancient monument and the area also includes several residences and the Outdoor Centre. The Monument attracts visitors to the area, especially now that the Monument is maintained by the Parish Council and has been greatly improved as a result. This attractive historical site is an asset to the County. By including the access road in the List of Streets, as it should have been included for many years, we can ensure that residents remain able to access their properties, and visitors can access the site.

The previous administration within Herefordshire Council has consistently denied that this road is one which has been maintained by the highways authority, ignoring clear evidence to the contrary and indeed their own actions. We request that now be rectified and look forward to welcoming you to Dinedor to view the site and our evidence.

Yours sincerely,



Liz Kelso
Clerk
Dinedor Parish Council



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
28 Nov 2023

The Chief Executive Herefordshire Council

Dear Mr Walker

Access Road to Dinedor Camp

THE CAMP ROAD
Town: DINEDOR
Street id: 23213667

I have delivered this letter by hand to Plough Lane but will be happy to continue correspondence by means of email.
Please acknowledge receipt.

I wish to make a complaint regarding your Council's adoption of a Highways Policy which is at best contrary to good practice and potentially corporate malfeasance.

It can be found here:

<https://www.herefordshire.gov.uk/roads-1/amendments-highway-records>

It would appear this policy is designed to deliberately defer any action on requests to add to the List of Streets, which according to the Highways Act 1980 places duty on your council to **"keep corrected up to date"**.

The Policy intends to use slow moving Definitive Map procedures intentionally to evade adoption of highways to be maintained at public expense.

I make this complaint now as a private resident of Dinedor Parish but the original request was made by Dinedor Parish Council and I have attached a copy of the letter they wrote. (10 Dec 2019).

The Request

The purpose of the request was to correct an omission from the List of Streets and record the road as a highway maintainable at the public expense. (ie add to List of Streets), not investigate the rights on it (ie add to Definitive Map).

This road has been used as a vehicular highway without restriction for at least a century. A document exists and is lodged with Land Registry, confirming access in vehicles to the three properties at the east end of the road has been in continuous use since 1920s.

Note the road qualifies for maintenance at the public expense under Highways Act 1980 Sec 36(5) both (a) and (b) as it is shown on pre 1835 maps and has been maintained by predecessor authorities to Herefordshire Council and more recently by BBLP on behalf of Herefordshire Council.

Herefordshire Council duties as highway authority and surveying authority

1. Under section 1980 HA 36(6) a duty to '...cause to be made, and shall keep corrected up to date, a list of the streets (LoS) within their area which are highways maintainable at the public expense'.
2. Under section Wildlife and Countryside Act 1981 ('WCA 1981') 53(2)(b) a duty to 'keep the [definitive] map and statement (DMS) under continuous review and as soon as reasonably practicable after the occurrence.....

The LoS is intended to record highways maintainable at the public expense.

The DMS is intended primarily to record pedestrian and equestrian rights of way: see Suffolk CC v Mason [1979] AC 705 at 720G- 721A 'The only classes of users who are intended to be benefited by the recording of public rights of way are those who may be conveniently referred to as ramblers and riders... Motorists are not among the intended beneficiaries... Consequently, the only kinds of highways with which ... the Act [is] concerned are those which are exclusively, or mainly, used either by ramblers alone or by both riders and ramblers...'; cf. R v Secretary of State for the Environment ex parte Hood [1975] QB 891 at 897E-F per Denning MR. Thus, as respects vehicular rights of way, the DMS is generally only intended to record those mainly used by pedestrians and equestrians.

Parliament clearly intended differences by the wording of each Act:

LoS: "*shall keep corrected up to date*".

DMS: "*as soon as reasonably practicable*".

It is therefore inappropriate and an error of principle, for HC to seek to avoid its duties under section 36(6) HA 1980 by relying on the availability of the procedure under section 53 WCA 1981 (particularly where it is known that, in Herefordshire, such a procedure may take decades*).

** HC has 250+ applications under Sec53 WCA and is completing only a handful each year.*

In fact Herefordshire Council's record in processing claims for additions to the Definitive Map is so poor that the Planning Inspectorate has issued a notice requiring the Authority to carry out 40 in 48 months and it has apparently completed just one.

Yours sincerely



clerk@dinedorparishcouncil.gov.uk

From: Davies, David <david.davies2@herefordshire.gov.uk>
Sent: 04 January 2024 14:03
To: clerk@dinedorparishcouncil.gov.uk; SUZANNE PENNY
Subject: Commemorative Bench.

Good afternoon Suzanne, Liz,

Happy New Year to you both.

I have had a request from the grandson of a resident of Dinedor Hill Ward who had recently passed away [REDACTED]
[REDACTED].

The family have expressed a desire to place a commemorative bench on Dinedor Hill, as it was a favourite place he liked to go to, with members of his family for a walk and picnic.

I have raised this with PROW nad they believe its outside their remit and it falls into the Parish (Hill Fort) area of authority.

I have attached a photo with the area the family consider to be a good spot.



This is SSW of the Dinedor Outdoor Centre.

Can you advise if this is something that can be done?

Thank you.

Regards



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 233655
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 19/12/2023

Mrs Liz Kelso
Clerk to the Parish
Dinedor PC
5 Deerhurst Drive
Belmont
Hereford
HR2 7XX
clerk@dinedorparishcouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 233655 - Land at Wye Stud Farm, Hollow Farm Road, Dinedor, HR2 6PE
DESCRIPTION: Proposed Stud Manager's dwelling.
APPLICANT(S): Mr Robert Richards
GRID REF: OS 352673, 235897
APPLICATION TYPE: Planning Permission
WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 233655.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **12/01/2024** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully