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## Pre-Planning Application:

RE: Potential extension to home



Planning Enquiries <[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)>

Thu, 19  
Oct 2023,  
09:34

to me

Dear Natalie,

Thank you for your enquiry.

The Council makes a charge for Pre-Application Advice which provides a detailed written response and where necessary an office/site meeting.

If you wish to get an indication of whether or not planning permission is required, or likely to be granted, you may wish to submit a pre-application enquiry [Pre Application Fees and Guidance](#). The advice will also detail what needs to be submitted along with any application required.

Further information is on the pre-application planning advice webpage: [Advice, Forms and Fees for pre-application advice](#)

If you wish to submit a pre-application advice request, you can make [Online Payments here](#)

Kind Regards

Technical Support Officer

Development Management  
Economy and Environment Directorate  
Plough Lane Offices Hereford HR4 0LE

Main Council Switchboard:  
01432 260000  
General Planning Enquiries:  
[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

1. Herefordshire Council- notification of form submission: reference  
FS-Case-555598152



Planning Services <no-reply@herefordshire.gov.uk>

Thu, 19  
Oct 2023,  
12:37

to me

**Form name: Planning - Pre-application or listed building planning advice request form** **Case reference: FS-Case-555598152**

This email is confirmation of your pre-application advice planning form.

---

Please refer to the [Pre-application planning or listed building advice charges](#) to determine your fee. Please note the fee must be received before we can proceed with your enquiry. Payment can be made using the [on-line payments link](#).

---

**Submission details:**

**Advice required:** Pre-planning application advice only

**Applicant details:**

Title	First name	Last name	Phone number	Email	Select your address
Mrs	Natalie	Richards			Buzzards View, Shucknall Hill, HR1 3SL

**Name of agent:** Yet to decide

**Address:** Yet to decide

**Postcode:** Yet to decide

**Telephone number:**

**Address of the property or site :** Buzzards View  
Shucknall Hill

**Postcode:** HR1 3SL

**Detailed description of your proposal:** Extension to the bungalow - Extension on the back and move into the loft space.

We are seeking to have two bedrooms upstairs in the loft space and with the back extension to also accommodate two ensuites and wardrobe areas.

We recognise this would be a large extension to our home.

Pre-Advise Payment has been made: ref: [REDACTED] (made 19th Oct 23)

**Site area (hectares):**

**Floor area (sq metres):**

**Documents upload:**

Plans/drawings/photo's
Buzzards View.pdf

**Any other details:** I have enclosed the original build of the house which shows that back land we have now also purchased.

We would be seeking to have some of the land we have purchased to be used for a double height extension on the back to accommodate the two ensuites and wardrobe areas.

2. 233148/CE- Buzzards View, Shucknall Hill, Hereford, Herefordshire,  
HR1 3SL



Carroll, Tracy <Tracy.Carroll@herefordshire.gov.uk>

Wed, 1  
Nov 2023,  
10:36

to me

Dear Mrs Richards

Please read the attached acknowledgement letter and fee receipt referring to your pre-planning application.

Regards,  
*Tracy Carroll*  
Technical Support Officer

Economy and Environment Directorate  
Development Management  
Tel | 01432 383504

Email | [tracy.carroll@herefordshire.gov.uk](mailto:tracy.carroll@herefordshire.gov.uk)

### 3. Pre Planning Meeting 233148- Extension and Land Use

Inbox



Evans, Joshua <Josh.Evans@herefordshire.gov.uk>

Fri, 17  
Nov  
2023,  
13:59

to me

24  
Fri

Pre Planning Meeting 233148- Extensio...

From Google Calendar

This invitation is out of date. This event has been **updated**.

[REDACTED]

### 4. RE: PEA PRA- Buzzards View, Hereford, Herefordshire, HR1 3SL

Inbox



Jade Lemm [REDACTED]

Mon, 12  
Feb,  
08:57

to me, Brendan, MB

Good Morning,

Please find attached your completed Preliminary Roost Assessment Report. If you have any queries regarding anything in the report please let me know and I will be happy to advise.

Thank you for choosing Arbtech and for this opportunity to work with you.

We greatly appreciate feedback from our clients. We would be grateful if you could leave us a review using the follow up email you will receive shortly.

Kind Regards,

## 5. updated drawing

Inbox



info@mbdesignas.com

Wed, 14  
Feb,  
15:19

to Brendan, me

Hi both

Further to this mornings meeting, I have updated the drawing to include:

1. A slope on the rear extension roof.
2. I have highlighted that the dressing room is within the existing roof void - hopefully he will see that now.
3. I have left the dormers - they will give you better views. I assume that's your preference?

Kind regards

Matthew  
MB Design Architectural Services



Fwd: updated drawing

## 6. Inbox



MB Design <info@mbdesignas.com>

Wed, 14  
Feb,  
21:38

to Joshua, me, Brendan

Hi Josh

Good to meet you earlier today and thanks again for your time.

Since we spoke I have amended the rear flat roof so that it has a slope. Is this something more favourable your end?

The owners are keen to pursue those front dormers as they have some fabulous views so hoping these will get your approval.

I think my drawing might have been confusing in relation to the dressing room areas. They are literally just situated within the existing roof void so they have no impact on any external features. I have highlighted this on the drawings and hopefully makes more sense.

We are keen to get the formal application submitted so be grateful for any comments you have before we do so, as you kindly offered.

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

7. 233148/CE Buzzards View, Shucknall Hill, Hereford, Herefordshire,  
HR1 3SL



info@mbdesignas.com

Sun, 14  
Jan,  
13:42

to josh.evans, me, Brendan

Hi Josh

Hope you're well.

I have been assisting the owners with there proposals since your pre-app advice to them dated 28/11/2023.

Your letter states 'the local planning authority can review these prior to submission and give further advice' so we would like to take you up on this offer before we submit a formal planning application.

Kind regards

Matthew  
MB Design Architectural Services

8. Planning for Buzzards View



Natalie Richards [REDACTED]

Thu, 8  
Feb,  
21:52

to Joshua, MB

Hi Joshua, I hope you are well. I believe our Architect may be trying to rearrange a meeting which unfortunately he had to cancel.

We have got a proposed design but would really appreciate your expert view. I have asked the Architect (Matthew) to include us in the call to mitigate any additional meetings. Hopefully this will allow us to submit the proposal soon. We have also had the ecology and bat survey, just waiting for the report. Please let us know a suitable time and of any easier we are happy to meet you in your office or ypu are welcome to pop back to the house if easier.

Kind regards  
Natalie and Brendan Richards

Fwd: updated drawing



9. MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

to Joshua, me, Brendan

Hi Josh

Good to meet you earlier today and thanks again for your time.

Since we spoke I have amended the rear flat roof so that it has a slope. Is this something more favourable your end?

The owners are keen to pursue those front dormers as they have some fabulous views so hoping these will get your approval.

I think my drawing might have been confusing in relation to the dressing room areas. They are literally just situated within the existing roof void so they have no impact on any external features. I have highlighted this on the drawings and hopefully makes more sense.

We are keen to get the formal application submitted so be grateful for any comments you have before we do so, as you kindly offered.

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

10. Fwd: RE: updated drawing



MB Design Architectural Services <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

Thu, 22  
Feb,  
20:36

----- Original Message -----

**Subject:**RE: updated drawing

**Date:**2024-02-22 10:10

**From:** "Evans, Joshua" <[Josh.Evans@herefordshire.gov.uk](mailto:Josh.Evans@herefordshire.gov.uk)>  
**To:** 'MB Design' <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

Hi All,

I have reviewed this further and attached is the amendments I would advise be made. This includes a slight reduction in the bulk to the rear reduction of 1.2 metres which would make the extension subservient in terms of scale to the host building, I have also recommended a slight reduction in height of the extension by 0.5m. I still do raise concerns regarding the dormers and would now express a concern to state these should be rooflights.

Hope this helps

Joshua

11. Fwd: Planning



Natalie Richards [REDACTED]

Thu, 29  
Feb,  
19:10

to Joshua

Hi Joshua, just sending this on the off chance you may be available.

**From:** Natalie Richards [REDACTED]  
**Date:** 27 February 2024 at 16:33:15 GMT  
**To:** [info@mbdesignas.com](mailto:info@mbdesignas.com), [REDACTED]  
**Subject:** Planning

Discuss planning

---

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[REDACTED]

Meeting ID: [REDACTED]

Passcode: [REDACTED]

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

---

## 12. Buzzards View, Hereford



MB Design Architectural Services <info@mbdesignas.com>

Fri, 1  
Mar,  
09:23

to Joshua, me, Brendan

Good morning Josh

Happy St David's Day!!

We are almost ready to submit the formal planning application.

I met with Natalie and Brendan this morning to discuss and we will reduce the rear and remove the dormers and replace with velux roof windows.

However the issue we have in terms of reducing the height would be internal floor height not being sufficient. Building Regulations require min headroom over a stairs at 2m and we wouldn't be able to achieve that by reducing it by 500mm.

With it being a rear extension and being below the main roof ridge line then we would hope you would be on board with it sitting as we have shown on the recent drawing?

Be grateful for your informal comment before we submit - hoping to get it submitted over the next week or so.

---

Kind Regards

Matthew  
MB Design Architectural Services

13. Payment is required for your **planning** application 12872111v1



noreply-payments@planningportal.co.uk

Thu, 7  
Mar,  
21:58

to me, info

Dear Brendan and Natalie Richards,

M Browning has completed a planning application PP-12872111v1 which refers to Buzzards View, Shucknall Spout, Shucknall Hill, HR1 3SL using the Planning Portal and has nominated you to pay the application fee.

Payment is now required before the application can be submitted to Herefordshire County Council.

Amount due:

Total amount: [REDACTED]

Your payment reference is: [REDACTED]

14. Your payment for **planning** application PP-12872111v1 has processed successfully.

noreply-payments@planningportal.co.uk

Fri, 8  
Mar,  
05:42

to planning\_application, info, me

Dear Brendan and Natalie Richards,

Thank you for your payment for application [REDACTED]. The details of your payment are shown below.

The payment was made online [REDACTED] and processed on 08/03/2024 05:41:53.

The application and fee will now be submitted to Herefordshire County Council.

## 15. Re: Update plan for Buzzards View



Natalie Richards

Mon, 25  
Mar,  
10:50

to MB, brendan.richards

Hi Matthew, Here is what Joshua did reference in the initial response:

**Proposal - The proposal also seeks to have a PTP replacement from the shared septic tank approved under P153355/F.**

It is considered to undertake the development the applicant should submit a single Full Planning Application. This can be done through the Planning Portal, it is noted that the fees are subject to change on the 06th of December 2023.

Just for reference I have reshared the feedback, it does state they would support 6m extension and the dormers.

Q: Now we have a new planning officer is it worth us retrying this?

On Wed, 6 Mar 2024 at 19:57, MB Design Architectural Services  
<[info@mbdesignas.com](mailto:info@mbdesignas.com)> wrote:

Hi Brendan

I have amended as per your previous e-mail.

Are we ready to submit?

Josh hasn't responded since I e-mailed him last week - he will tell us during the process if he has any concerns.

---

Kind Regards

Matthew  
MB Design Architectural Services

On 2024-03-04 09:31, [REDACTED] wrote:

Good morning Matthew,

I hope you are well?

Following on from our teams call last week, I have attached a sketch of the discussed changes that Josh has asked for, and some additional changes that we mentioned.

The sketch also includes the proposed move of the upstairs utility to the front of the bedrooms, with an additional window between the two bedrooms, and a proposed new stairway from the front of the existing building (dining room and above the hallway), that would then lead through into the new extension where the original plan for the utility was. I hope that this makes sense! I know that the internals are not a requirement at this stage, but if you can foresee any issues with this proposal then please let us know.

Best regards

Brendan & Natalie

## 16. Buzzards view- septic tank info



MB Design <info@mbdesignas.com>

Thu, 28  
Mar,  
15:14

to Linda, me

Hi Linda

Please see attached

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** Natalie Richards [REDACTED]  
**Date:** 28 March 2024 at 15:06:33 GMT  
**To:** MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>  
**Cc:** Brendan Richards [REDACTED]  
**Subject:** Re: Planning

Hi Matthew, here you go





ReplyReply to allForward

Add reaction

## 17. Re: Buzzards view- septic tank info



Natalie Richards [REDACTED]

Tue, 2  
Apr,  
14:09

to MB, Linda.White, Brendan

Good afternoon all, as requested please find enclosed the PDF documents.

With regards to the septic tank. The original builder who sold us the house had planning approved with sharing a neighbours septic tank, however as they hadn't emptied it in over ten years, he decided he would put it on the land. This is located on the front patch of grass we have in front of the house. I have put a red square around where you can see the lids. We purchased the property after planning consent and build regulations had signed off the property. Hopefully the above helps to clarify the position. If you could let me know how to pay the additional fee, I will make payment.

Kind Regards  
Natalie

On Tue, 2 Apr 2024 at 13:58, MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)> wrote:

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>  
**Date:** 2 April 2024 at 13:58:06 BST  
**To:** Linda White <[Linda.White@herefordshire.gov.uk](mailto:Linda.White@herefordshire.gov.uk)>  
**Subject:** Re: Buzzards view - septic tank info

Good afternoon Linda/Natalie

I am away this week but just to get all this tied up.

Linda can you let Natalie the best way to make further payment please?

Natalie can you send last weeks attachments as pdfs as per last weeks emails please?

Kind regards

Matthew  
MB Design Architectural Services

18. FW: Buzzards view- septic tank info



White, Linda <Linda.White@herefordshire.gov.uk>

Mon, 8  
Apr,  
10:12

to me

Dear Natalie,

Thank you for the attached information.

As soon as we receive the additional payment of [REDACTED], I can proceed with validating the application.

Kind Regards

19. Re: FW: Buzzards view- septic tank info



Natalie Richards [REDACTED]

Mon, 8  
Apr,  
11:50

to Linda, MB, Brendan

Hi Linda, please find the enclosed receipt of payment.

Would you mind advising what the next phase is please.

Kind Regards  
Natalie

On Mon, 8 Apr 2024 at 10:49, White, Linda <[Linda.White@herefordshire.gov.uk](mailto:Linda.White@herefordshire.gov.uk)> wrote:

Dear Natalie,

Payment can be made using the following link

[REDACTED]

Kind Regards

20. Re: P240657/F Buzzards View

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

Fri, 7  
Jun,  
14:47

to Planning, me, Brendan

Good afternoon

Sorry to hear you have staff shortages. We have not been made aware of this and the decision date has lapsed.

We submitted a pre app and we have checked online and there are no objections etc.

We would welcome the quickest possible resolution to this.

Kind regards

Matthew  
MB Design Architectural Services

> On 7 Jun 2024, at 14:39, Planning Enquiries  
> <[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)> wrote:

>

> Dear Matthew

>

> Thank you for your enquiry about the status of your application. Unfortunately the application is still awaiting allocation to an officer.

>

> The Development Management team are currently carrying a number of staff vacancies and have been unsuccessful in recruiting to these roles to date. As a result we unfortunately have a backlog of queries, applications and pre-application submissions awaiting allocation to an officer.

>

> We continue to try and recruit and are in the process of engaging consultants to assist with the processing of the backlog of planning applications (statutory duty) and Pre-planning enquiries (non-Statutory duty) to address the issue and are exploring other options.

>

> Please note that we are ensuring that site notices are displayed early in the process and that comments we are receiving are being published to the website. The closing date for comments is updated once the site notice has been displayed. You can therefore monitor responses by using the Planning Application Search function on the website: [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_a\\_application\\_search](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_a_application_search)

>

> Once an officer has been allocated they will make contact with the agent (or applicant if no agent) to advise that they are taking on the case and the website will be updated with the officers name.

>

> If, once a review of the application has been made, it is necessary to make contact for another reason (eg: request amended plans or additional information) then the officer will be in touch. However, we do not normally provide a progress or update as a matter of course.

>

> Thank you for your continued patience and apologies for the delay.

>

>

> Regards

> Technical Support Officer

> Planning Services, Development Management

> Herefordshire Council, Council Offices

> Plough Lane Hereford HR4 0LE

>

> Please consider the environment - Do you really need to print this e-mail?

>

>

>

> -----Original Message-----

> From: MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

> Sent: 07 June 2024 14:32

> To: Planning Enquiries <[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)>

> Cc: Natalie Richards [REDACTED] Brendan Richards [REDACTED]

> Subject: P240657/F Buzzards View

>  
> [You don't often get email from [info@mbdesignas.com](mailto:info@mbdesignas.com). Learn why this is important  
at <https://aka.ms/LearnAboutSenderIdentification> ]  
>  
> Good afternoon  
>  
> We are emailing for an update on this application please.  
>  
> Kind regards  
>  
> Matthew  
> MB Design Architectural Services

## 21. Re: Planning Application at Buzzards View 240657



MB Design Architectural Services <info@mbdesignas.com>

Thu, 4  
Jul,  
21:42

to Amber, me, Brendan

Good evening Amber

Thank you very much for your response. I understand there has been some staff shortages with you when I chased some time ago, sounds like it's been a testing time for your department. Hope all getting back on track now.

Thank you for your comments. This one has been ongoing since November and we have spent a lot of time having discussions with your colleague Joshua Evans who kindly held a teams meeting with us and advised some changes, all of which we have undertaken and we were under the impression that in terms of design, we were there.

I appreciate your department has been under pressure and the delays are not your fault, but my clients are over 4 months into this application (submitted the formal application on the 8th March) and they are very keen to get over the line and instruct their contractors to make a start.

Your e-mail has somewhat come as a shock today and after the work we did with Josh, making significant changes to what we originally submitted - we weren't expecting to receive a request for such drastic changes at this stage. We are quite annoyed that these changes were not noted at pre-app/during our correspondence with your colleague Joshua - hopefully you understand our annoyance - albeit not directed at you and this confusion is probably all down to the staff issues.

The pre-app comments in relation to the two storey rear extension were:

*V. Rear two storey extension*

*When on site the proposal discussed was a full length extension projection to the rear*

*approximately 6 metres in depth., the proposal is considered to be supportable in principle subject to detailed plans being presented.*

Joshua subsequently looked over our proposals and had no concerns with the flat roof in principle, he however asked for it to be dropped slightly from the ridge and to have a slight slope rather than 'flat'. Do you have notes/e-mails on file when Joshua was dealing with it?

Kind Regards

Matthew  
MB Design Architectural Services  
cc. Natalie and Brendan Richards (owners)

On 2024-07-04 12:38, Morris, Amber wrote:

Good afternoon,

My apologies for the delay in this application. I have now reviewed the application fully. Whilst I consider an extension to the rear of the dwelling acceptable. It is considered that the design proposed is not acceptable, it appears overbearing and as the dominant feature. It is therefore suggested that the design be amended. The proposed design should reflect the existing roofline perhaps extending to a gable end.

Kind regards,

Amber

**Amber Morris MRTPI**

Senior Planning Officer | North Team

Development Management | Economy and Environment| Herefordshire Council

@ [Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)

Tel 01432 260855

Main Council Switchboard:

01432 260000

General Planning Enquiries:

[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

**Please consider the environment - Do you really need to print this E-Mail?**

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## 22. Fwd: Planning Application at Buzzards View 240657



MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

Fri, 5  
Jul,  
09:26

to me, Brendan

Apologies, I meant to send you Ambers email below.

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** "Morris, Amber" <[Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)>  
**Date:** 5 July 2024 at 08:24:40 BST  
**To:** MB Design Architectural Services <[info@mbdesignas.com](mailto:info@mbdesignas.com)>  
**Subject:** RE: Planning Application at Buzzards View 240657

Good morning Matthew,

Thank you for your email. I apologise for the shock email. I will contact Joshua (who is on leave today) and discuss the application with him and get back to you next week.

Kind regards,

Amber

**Amber Morris MRTPI**

Senior Planning Officer | North Team

Development Management | Economy and Environment | Herefordshire Council

<image005.png>

@ [Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)

Tel 01432 260855

Main Council Switchboard:

01432 260000

General Planning Enquiries:

[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

**Please consider the environment - Do you really need to print this E-Mail?**

Any opinion expressed in this e-mail or any attached files are those of the individual and not necessarily those of Herefordshire Council. This e-mail and any files transmitted with it are confidential and intended solely for the use of the addressee. This communication may contain material protected by law from being passed on. If you are not the intended recipient and have received this e-mail in error, you are advised that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please contact the sender immediately and destroy all copies of it.

**From:** MB Design Architectural Services <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

**Sent:** 04 July 2024 21:43

**To:** Morris, Amber <[Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)>

**Cc:** Natalie Richards [REDACTED] Brendan Richards  
[REDACTED]

**Subject:** Re: Planning Application at Buzzards View 240657

Good evening Amber

Thank you very much for your response. I understand there has been some staff shortages with you when I chased some time ago, sounds like it's been a testing time for your department. Hope all getting back on track now.

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I appreciate your department has been under pressure and the delays are not your fault, but my clients are over 4 months into this application (submitted the formal application on the 8th March) and they are very keen to get over the line and instruct their contractors to make a start.

Your e-mail has somewhat come as a shock today and after the work we did with Josh, making significant changes to what we originally submitted - we weren't expecting to receive a request for such drastic changes at this stage. We are quite annoyed that these changes were not noted at pre-app/during our correspondence with your colleague



Joshua - hopefully you understand our annoyance - albeit not directed at you and this confusion is probably all down to the staff issues.

The pre-app comments in relation to the two storey rear extension were:

*V. Rear two storey extension*

*When on site the proposal discussed was a full length extension projection to the rear approximately 6 metres in depth., the proposal is considered to be supportable in principle subject to detailed plans being presented.*

Joshua subsequently looked over our proposals and had no concerns with the flat roof in principle, he however asked for it to be dropped slightly from the ridge and to have a slight slope rather than 'flat'. Do you have notes/e-mails on file when Joshua was dealing with it?

Kind Regards

Matthew  
MB Design Architectural Services  
cc. Natalie and Brendan Richards (owners)

On 2024-07-04 12:38, Morris, Amber wrote:

Good afternoon,

My apologies for the delay in this application. I have now reviewed the application fully. Whilst I consider an extension to the rear of the dwelling acceptable. It is considered that the design proposed is not acceptable, it appears overbearing and as the dominant feature. It is therefore suggested that the design be amended. The proposed design should reflect the existing roofline perhaps extending to a gable end.

Kind regards,

Amber



**Amber Morris MRTPI**

Senior Planning Officer | North Team

Development Management | Economy and Environment| Herefordshire Council

<image007.jpg>

@ [Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)

**Tel** 01432 260855

Main Council Switchboard:

01432 260000

General Planning Enquiries:

[planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

**Please consider the environment - Do you really need to print this E-Mail?**

## 23. Fwd: Planning Application at Buzzards View 240657



MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

Wed,  
17 Jul,  
21:36

to Joshua, me, Brendan

Hi Joshua

Hope you're well.

Please can we have an update on this one?

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

**Date:** 10 July 2024 at 13:06:10 BST

**To:** Natalie Richards [REDACTED] Brendan Richards  
[REDACTED]

**Subject: Fwd: Planning Application at Buzzards View 240657**

This is a positive - I'll get onto Joshua

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** "Morris, Amber" <[Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)>

**Date:** 10 July 2024 at 13:00:20 BST

**To:** MB Design Architectural Services <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

**Subject: RE: Planning Application at Buzzards View 240657**

Good morning,

I have spoken with my colleague Joshua Evans and I apologise I had not had sight of previous discussions/ drawings since the pre application was issued. As Joshua has had previous involvement in this site he will now take over as the case officer for this application and will be in contact shortly.

Kind regards,

Amber

**Amber Morris MRTPI**

Senior Planning Officer | North Team

Development Management | Economy and Environment | Herefordshire Council

<image009.png>

@ [Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)

24. Herefordshire Council- notification of form submission:  
reference FS-Case-632777160



Planning Team <no-reply@herefordshire.gov.uk>

Mon,  
22 Jul,  
20:34

to me

**Form name: Comment on a planning application Case reference: FS-Case-632777160**

Thank you for submitting your form to Herefordshire Council. This message confirms receipt of your comment on a planning application form.

We are unfortunately experiencing receipt of a high volume of applications and online comments. To avoid duplication of tasks for the planning team – once you have submitted your representation via the website then please be patient as this will be processed as soon as we are able. Because representations are received in so many different ways.

The web page will be updated with the date at which we are publishing comments received.

Best wishes

Herefordshire Council Planning Team

## 25. Automatic reply: Planning Application at Buzzards View 240657



Evans, Joshua <Josh.Evans@herefordshire.gov.uk>

Wed,  
24 Jul,  
12:22

to me

Thanks for your email.

Please note I am out of office between the 22nd of July 2024 and the 2nd August 2024

**If a response is required, I will get back to you as soon as possible. Please note that you should allow 10 working days for a (15 days if corresponding by letter), in accordance with the Council's published standards:**

<https://www.herefordshire.gov.uk/council/customer-service-standards/2>

If you are seeking an update on the progress of your application, please be assured that Officers are processing your case and will be in touch when there is a meaningful update to provide or if anything further is required from you.

You can monitor the progress of an application (using the 6 figure reference number in the search facility) and also find information on the current dates of publishing representations here:

[https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search)

Please note that we are not able to respond directly to individual representations or queries relating to the planning process. Officers will review all representations as part of the assessment of the application and respond, if necessary at that point, or address issues raised within their reports. Please be assured that we will fully consider all representations before and when determining applications.

If you have already submitted your representation via the website (online comments) or sent your representation to the case officer or to the Planning Enquiries mailbox, then please be patient as these will be published as soon as we are able.

Kind regards

**Joshua**

**Joshua Evans**

**Senior Planning Officer**

26. Re: Planning Application at Buzzards View 240657



MB Design <info@mbdesignas.com>

Tue, 6  
Aug,  
20:07

to Joshua, me, Brendan

Hi Joshua

Hope you had a good break.  
Was hoping for an update on this one if you don't mind please?

Kind regards

Matthew  
MB Design Architectural Services

27. Re: Planning Application at Buzzards View 240657



MB Design <info@mbdesignas.com>

Tue, 13  
Aug,  
14:32

to me

Hi Natalie

I had an automatic response when I emailed Josh on the 6th, screenshot attached.

I'll give him the benefit of the doubt and if no response within that timescale I'll chase.

It's certainly dragging and the service has been dreadful.

Kind regards

Matthew  
MB Design Architectural Services

28. Re: Automatic reply: Planning Application at Buzzards View  
240657



MB Design <info@mbdesignas.com>

Mon, 19  
Aug,  
21:58

to Joshua, me, Brendan

Hi Josh

Please can we have an update on this one?

Kind regards

Matthew  
MB Design Architectural Services

On 6 Aug 2024, at 20:07, Evans, Joshua <[Josh.Evans@herefordshire.gov.uk](mailto:Josh.Evans@herefordshire.gov.uk)>  
wrote:

Thanks for your email.

**If a response is required, I will get back to you as soon as possible. Please note that you should allow 10 working days for a (15 days if corresponding by letter), in accordance with the Council's published standards:**

<https://www.herefordshire.gov.uk/council/customer-service-standards/2>

If you are seeking an update on the progress of your application, please be assured that Officers are processing your case and will be in touch when there is a meaningful update to provide or if anything further is required from you.

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Please note that we are not able to respond directly to individual representations or queries relating to the planning process. Officers will review all representations as part of the assessment of the application and respond, if necessary at that point, or

address issues raised within their reports. Please be assured that we will fully consider all representations before and when determining applications.

If you have already submitted your representation via the website (online comments) or sent your representation to the case officer or to the Planning Enquiries mailbox, then please be patient as these will be published as soon as we are able.

Kind regards

**Joshua**

29. Re: Fwd: Automatic reply: Planning Application at Buzzards View  
240657



MB Design Architectural Services <info@mbdesignas.com>

Tue, 10  
Sept,  
21:21

to planning\_enquiries, Josh, Amber, me, Brendan

Good evening

We are a little concerned that we are not getting any response to our e-mails.

Our last response was 10/07/2024 from Amber Morris who kindly informed us she was passing the application to Joshua Evans as he dealt with the application at pre-app.

We have since e-mailed the general planning e-mail address several times since but not once have we had a reply which is very frustrating especially for the owners.

I request someone get back to us with a status this week.

---

Kind Regards

Matthew

MB Design Architectural Services

cc Amber Morris, Josh Evans, Natalie Richards, Brendan Richards

On 2024-09-06 14:55, MB Design wrote:

Good afternoon

Please can someone respond to our emails below?

Kind regards



Matthew  
MB Design Architectural Services

Begin forwarded message:

30. Re: Fwd: Automatic reply: Planning Application at Buzzards View  
240657



MB Design Architectural Services <info@mbdesignas.com>

Wed, 11  
Sept,  
14:53

to Joshua, me, Brendan

Hi Josh

I am away until 24th but I have copied the owners in and I am sure they will happily meet you at the property to discuss and get this dealt with asap.

---

Kind Regards

Matthew  
MB Design Architectural Services

On 2024-09-11 10:23, Evans, Joshua wrote:

Hi Matthew,

Could we have a discussion on site next week to iron this out please?

Best Wishes

Joshua

**From:** MB Design Architectural Services <[info@mbdesignas.com](mailto:info@mbdesignas.com)>  
**Sent:** 10 September 2024 21:22  
**To:** Planning Enquiries <[planningenquiries@herefordshire.gov.uk](mailto:planningenquiries@herefordshire.gov.uk)>  
**Cc:** Evans, Joshua <[Josh.Evans@herefordshire.gov.uk](mailto:Josh.Evans@herefordshire.gov.uk)>; Morris, Amber <[Amber.Morris@herefordshire.gov.uk](mailto:Amber.Morris@herefordshire.gov.uk)>; Natalie Richards [REDACTED] Brendan Richards [REDACTED]  
**Subject:** Re: Fwd: Automatic reply: Planning Application at Buzzards View 240657

Good evening

We are a little concerned that we are not getting any response to our e-mails.

Our last response was 10/07/2024 from Amber Morris who kindly informed us she was passing the application to Joshua Evans as he dealt with the application at pre-app.

We have since e-mailed the general planning e-mail address several times since but not once have we had a reply which is very frustrating especially for the owners.

I request someone get back to us with a status this week.

---

Kind Regards

Matthew  
MB Design Architectural Services

cc Amber Morris, Josh Evans, Natalie Richards, Brendan Richards

On 2024-09-06 14:55, MB Design wrote:

Good afternoon

Please can someone respond to our emails below?

Kind regards

Matthew  
MB Design Architectural Services

Begin forwarded message:

**From:** MB Design <[info@mbdesignas.com](mailto:info@mbdesignas.com)>

**Date:** 19 August 2024 at 21:58:28 BST

**To:** "Evans, Joshua" <[Josh.Evans@herefordshire.gov.uk](mailto:Josh.Evans@herefordshire.gov.uk)>

**Cc:** Natalie Richards [REDACTED] Brendan Richards  
[REDACTED]

**Subject: Re: Automatic reply: Planning Application at Buzzards View 240657**

Hi Josh

Please can we have an update on this one?

Kind regards

Matthew

MB Design Architectural Services

On 6 Aug 2024, at 20:07, Evans, Joshua <[Josh.Evans@herefordshire.gov.uk](mailto:Josh.Evans@herefordshire.gov.uk)> wrote:

Thanks for your email.

**If a response is required, I will get back to you as soon as possible. Please note that you should allow 10 working days for a (15 days if corresponding by letter), in accordance with the Council's published standards:**

<https://www.herefordshire.gov.uk/council/customer-service-standards/2>

If you are seeking an update on the progress of your application, please be assured that Officers are processing your case and will be in touch when there is a meaningful update to provide or if anything further is required from you.

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If you have already submitted your representation via the website (online comments) or sent your representation to the case officer or to the Planning Enquiries mailbox, then please be patient as these will be published as soon as we are able.

Kind regards

**Joshua**

## Joshua Evans

### Senior Planning Officer

Development Management  
Economy and Environment

**Personal Contact Details:**

**Tel** 01432 260327

**Mail** Development Management, Herefordshire Council, Plough Lane Offices, Plough Lane, Hereford, HR4 0LE

Ongoing Consultations

Herefordshire Draft Local Plan- <https://consultations.herefordshire.gov.uk/consultations/article/114/draft-herefordshire-local-plan-regulation-18-consultation>

[Planning Services](#)

[Herefordshire Local Plan- Core Strategy \(Adopted\)](#)

[Planning Enforcement](#)

31. Re: Fwd: Automatic reply: Planning Application at Buzzards View  
240657



MB Design Architectural Services

Tue, 24  
Sept,  
20:08

to Joshua, me, Brendan

Hi Josh

The owners have been trying to contact you.

Just want to try and get this one sorted now if possible please - if you can arrange with the owners a good day and time between yourselves.

Kind Regards

Matthew  
MB Design Architectural Services

On 2024-09-11 14:53, MB Design Architectural Services wrote:

Hi Josh

I am away until 24th but I have copied the owners in and I am sure they will happily meet you at the property to discuss and get this dealt with asap.

---

Kind Regards

Matthew  
MB Design Architectural Services

32. 240675 / P240657/F: Buzzards View Planning Application



Natalie Richards [REDACTED]

Thu, 26  
Sept,  
15:42

to Planning, Brendan

Good afternoon, could you please help.

We applied and paid for pre planning advice in October 2023. You kindly assigned Joshua Evans to provide us with guidance on what to submit for planning.

We took out an environmental survey and adhered to every feedback on changing the design in readiness to submit the application.

Our application was formally submitted on 8th March 2024.

We have attended the local parish meeting to discuss the application and parties required to respond are in support of this application.

I think we are now waiting for a decision.

Joshua has kindly emailed asking for another site visit which we are trying to arrange, the last correspondence was a meeting invite for next Wednesday 2nd Oct which I have responded advising unfortunately I am away [REDACTED] but could he do Thursday 3rd or Friday 4th Oct.

Our application details a target date determination date of 3rd June.

I do appreciate that you are short staffed and the volume of work has been unrepresented, but is it possible we could get the meeting booked in with Joshua for next Thursday or Friday please, to move this along.

Look forward to hearing from you.

Kind regards

Natalie Richards

### 33. Site visit- 02.10.2024



Brendan Richards

Wed, 2  
Oct,  
12:50

to Joshua, me, MB

Good afternoon Josh,

Thanks for calling in to discuss the planning application of Buzzards View extension. It was good to meet with you again this morning, although an unexpected surprise.

I would just like to clarify what was discussed with regards to planning application P240657/F.

It has been suggested that the current design is 'too bulky' and the following suggestions have been made to address this:

1. The current projection of the design will not be acceptable and you have requested for it to be reduced by 33%, from the submitted 6m to 4m.
2. The slope of the roof should be increased by reducing the height of the rear wall of the extension.
3. The window designs on the extension should match the current property designs.

The above points need to be addressed for the planning application to be approved.

We discussed the reduction of the extension to 4m, and my reluctance to do this as this was the suggested measurement from the 'planning advice' we payed for back in October 2023., and it would remove the possibility of the upstairs utility room, as well as reducing the size of rooms by a third.

As an alternative, you have suggested that it may be possible to keep the size at 6m, or certainly greater than the now requested 4m, if we changed the design of the roof to that of an Apex roof. This would however impact the ceiling height and dimensions of the upstairs rooms, with possibly a reduction in bedroom numbers from two down to one, to accommodate the change in roof design.

If we submit new designs can these be sent to you to be checked through before changing the application? Or do we have to go through the whole process of submitting the new design and then go back to the step when neighbours can comment on the application and then seek Parish Council approval once again, before Hereford Council will make a decision?

Please can you confirm the next steps that we will need to do to get this planning through.

We are a little concerned that it has now been 12 months since the initial 'Planning Advice', which we followed, and as a result submitted several designs for consideration by yourself. There were no objections from neighbours, Ecology Report or the local Parish Council, but now we are informed that the size has to be reduced.

Please can you confirm the above.

I look forward to hearing from you.

Best Regards

Brendan Richards

The information contained in this e-mail and any attachments are intended only for the individual or entity to whom it is addressed. It may contain privileged and confidential information and if you are not the intended recipient any disclosure, distribution, copying or printing of this message is strictly prohibited. If you have received this e-mail in error please delete it from your system. Chemist-4-U is a trading name of Innox Trading Ltd. Innox Trading Ltd is incorporated and registered in England and Wales. Registration number: 072



## 34. Buzzards View



MB Design Architectural Services

Tue, 8 Oct,  
14:42 (10  
days ago)

to Josh, me, Brendan

Good afternoon Josh

Hope you're well.

Since your most recent communications with the owners, I have met with them to discuss.

Before my involvement in this particular application, the owners sensibly requested pre-app advice and forwarded onto me to proceed with a formal application.

I acknowledge pre-application advice is 'informal' and can be subject to other legislation's/objections etc. however the pre-application advice relation to this extension stated:

*Rear two storey extension. When on site the proposal discussed was a full length extension projection to the rear approximately 6 metres in depth., the proposal is considered to be supportable in principle subject to detailed plans being presented.*

You kindly met with us via Teams on 9th February earlier this year when we presented you with our designs and other than ensuring the flat roof was stepped down from the main roof and slightly sloped you had no other real concerns. We altered this but then afterwards you suggested reducing the depth by 1.2m and reducing the height by 0.5m. The height is crucial in terms of achieving headroom in relation to Part K of the Building Regulations where you need a minimum headroom of 2m throughout the stairs so this wouldn't be possible of which I explained in my response.

Obviously the options that have been presented now are to reduce the extension to 4m - or provide a apex roof. Obviously both these options will reduce the internal floor space considerably.

If we were to produce a 'apex' style roof - we would only be able to consider a low pitch to ensure the internal layout is affected to a bare minimum. Can you advise what would be the lowest pitch you would consider?

In terms of windows, the owners have suggested they would be happy to alter the windows to the side (East) Elevation to match those on the front elevation.

Please advise and we will amend accordingly.

---

Kind Regards

Matthew  
MB Design Architectural Services

### 35. Re: Buzzards View



Natalie Richards [REDACTED]

Mon, 14 Oct,  
10:14 (4 days  
ago)

to MB, Josh, Brendan

Good morning Josh, it has now been another week since our last email to you but unfortunately we are still waiting for a response.

It has now been over 8 months since we submitted our application and as per our latest email we are keen to move this along.

Can I suggest, as you have also mentioned, that we need to agree a plan which also accommodates your line manager's views? We have a meeting and discuss this.

We are happy to meet at your offices or you are both welcome to meet at the house. Please can you response.

Kind regards  
Natalie

36. Re: Buzzards View



Natalie Richards [REDACTED]

Mon, 14 Oct,  
14:37 (4 days  
ago)

to MB, Josh, Brendan

Hi Josh, thanks for your call today. Please find enclosed one scanned document with two DRAFT proposals.

First visual shows an Apex Roof with 5 degrees pitch and 6 meter extension.

Second visual shows a slight slopped roof with two dormer windows, 4 meters extension.

Would appreciate your response on this as soon as possible.

Thanks  
Natalie