

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 10th June 2025**

Members present: Cllrs: H Jobes (Chairman), B Dubb, T Askew. G Clelland, A Mathias and S Walsh

In attendance: 6 members of the public
Parish Clerk, Linda Stanton.

25/566 Apologies : Cllrs A Attridge (Work commitment), C Clear (work commitment) and S Sidwell (personal)

Resolved: The apologies were accepted

25/567 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

The Chair reminded all members to declare their interest at the start of the meeting and it was not the responsibility of the Chair or the Clerk to remind members of their declaration of interest.

Cllr	Minute	Interest	Reason
G Clelland	Item 25/574 (a) Limebridge- bill payments	ODI- Personal friend	
H Jobes	Item 25/574 (a) Payment to Honeybourne Village Hall	DPI- Village Hall Trustee	
B Dubb	Item 25/578 (a) Planning application :W/25/00668	The applicant's residence is located at the rear of Cllr Dubb's residence. However, Cllr Dubb is not a close friend of the applicant and does not socialise with them. The planning application relates to the applicant's public house, which is located on Station Road, Honeybourne. Cllr Dubb will be participating in the discussion and voting on this application.	
A Mathias	Item 25/578 (a) Planning application : W/25/00668	DPI – Owner of The Thatch Public House	

25/568 To consider any dispensations
There were none.

25/569 Open Session Participation to hear from:

- a) Members of the Public.
 - I. The first resident raised concerns regarding the proposed solar farm in Shinehill. She informed the Council that she is not against solar farms but feels that the proposed area is not appropriate as it is good agricultural land. She

hopes the Council will take this into consideration when the developer submits an application. The proposed solar farm is also very close to her property.

- II. The second resident also expressed concerns about the proposed solar farm in Shinehill. He stated that the developer's consultation materials incorrectly indicated there are no neighbouring properties on the proposed site, when in fact the site will be directly adjacent to his property. He shares the view that the development would result in the loss of good agricultural land. He requested that when the planning application is submitted, the Parish Council will allow him to present his concerns at the appropriate meeting.
 - III. A third resident expressed concerns about heavy traffic coming through the village during the construction phase of the proposed solar farm. He had obtained a document from a group of Parish & Town Councils regarding solar farms, which he shared with one of the Councillors, and requested that this document be circulated to all Councillors for information. He repeatedly asked the Chair for his personal view on the proposed development.
The Chair explained that the Parish Council will formally consider the application when it is received. The Chair advised residents that when the Parish Council receives the planning application, it will be included on the meeting agenda, which will be published on the Parish Council website and noticeboards. Residents were informed that they can submit their concerns directly to WDC and will be able to attend the Parish Council meeting to speak on the matter. The Chair also stated that the Parish Council will consult with its planning consultant for expert advice to ensure an appropriate comment is submitted to WDC based on the information in the application.
- b) Supporting organisations, - South Worcestershire Policing Team.
None in attendance.
 - c) Worcestershire County Councillor – H Robson (Littletons division) – Gave her apology. Report attached. **(Appendix 1 - page 469)**
 - d) Wychavon District Cllrs J Ciotti & H Robson. – Gave their apologies. Report attached. **(Appendix 2 – pages 469 - 470)**
 - e) **Working Groups update.**
 - I. PROW & Ditch Clearing- The leader of the PROW informed Council that the WCC footpath officer had delivered a way marker post to his house despite manpower shortages at their office. The group will install the way marker post on 24th June 2025. He is also very pleased to see that the re-surfacing of the footpath adjacent the Leys will take place this year.
 - f) Vice- Chair's statement regarding the illegal encampment at Honeybourne Parish Council Sports Field.
"I wish to update the Parish Council and members of the public on the recent incident involving an illegal encampment at the Bretforton Road Sports Field. On Wednesday, 14th May 2025, at approximately 6:00 PM, five caravans and associated vehicles unlawfully entered the Sports Field while Honeybourne Hawks football club were conducting their regular training session. This created an immediate concern for public safety and the security of our community facilities.

Upon notification of this breach, our Parish Clerk promptly reported the matter to the police and requested their attendance to remove the unauthorised occupants from the site. However, the attending officer advised by email that police were unable to take action as this was considered a civil matter rather than a criminal one.

Given the urgency of the situation and the need to restore safe access to our community sports facility, I authorised the Parish Clerk to engage a certified enforcement agency to serve Common Law notice on the occupants of the illegal encampment. This decision was taken in the absence of the Chair due to the time-sensitive nature of the situation.

For the safety and security of local residents and businesses, the Parish Council took the decision not to publish information about this incident while enforcement proceedings were ongoing.

I am pleased to report that the occupants vacated the Sports Field on Friday, 16th May 2025, at 5:00 PM, and the facility has been restored to full community use.

The Parish Council will continue to monitor the security of our community facilities and take appropriate action to protect them for the benefit of all residents.

Thank you.”

25/570 Adoption of minutes

- I. To approve adoption of the minutes of 6th May 2025

Resolved:

- I. That the minutes of the Parish Council meeting 6th May be approved as an accurate record and signed by the Chairman.

25/571 Chairman's report

The Chairman, on behalf of the Council, thanked the Clerk for the successful handling of the removal of the illegal encampment at the Sports Field.

The Chairman congratulated the Clerk on passing the CiLCA qualification and noted that Honeybourne Parish Council now has a qualified Clerk. He presented a gift to the Clerk on behalf of the Council.

25/572 Clerk's Report (For information only)

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Black boxes on Lamp posts - Station Road	The black boxes have been placed by WCC on a temporary basis for monitoring purposes. WCC highways officer was not able to tell me what they were monitoring.
b) Defibrillator at pavilion	Was used and it has been re-commissioned.
c) Tennis net	Have been put up for the summer and the 5-a-side goal posts are now installed on the field for the summer.
d) Hot Air Balloon flights	The resident with the Hot Air Balloon has resumed using the sports field for their flights. They have been advised to use the part of the field that has not had the drainage work. Resident will advise Clerk prior to flights. Resident is aware that the gates have to be locked at all times.
e) VAS Signs	All signs are calibrated correctly.
f) Pavements on High Street	Repairs recently completed by WCC are make - safe repairs. Some parts of the pavement have been scheduled for re-surfacing this year but no date has been advised by WCC.
g) Pumping Station at Sports Field	Had annual service - all working as it should.
h) Certificate in Local Council	Successfully completed Certificate in Local Council Administration

Administration (CiLCA) qualification	(CiLCA) qualification on 28 th May 2025.
Resolved: That the report be noted.	

25/573 Correspondence & Circulations Received (For information only)

a) Temporary Road Closure (Circulated to members)	WORCESTERSHIRE COUNTY COUNCIL PUBLIC NOTICE Road Traffic Regulation Act 1984 (C2006 Buckle Street/C2006 Station Road, Honeybourne) (Temporary Closure) Order 2025 Proposed Order: to close that part of Closure 1 - C2006 Buckle Street from its junction with C2114 Pebworth Rd to its junction with C2006 Station Rd. Closure 2 - C2006 Station Road from its junction with C2006 Buckle St to its junction with U45036 Dudley Rd. Reason: Underground cabling works by Openreach Exemptions: to permit access to any land or premises fronting the highway affected where there is no other form of access; and to allow the works to be undertaken. Alternative route: C2006 Buckle St (part), C2114 Blakes Hill, U45031 School Ln, B4085 Cleeve Rd, B4085 Station Rd, B4085 Blackminster, B4085 Birmingham Rd, B4035 Bretforton Rd, B4035 Main St, B4035 Weston Rd, Into Gloucestershire, C2006 Weston Rd, C2006 Station Rd (part) and vice versa. Maximum duration: 18 Months. Anticipated duration: 3 days Commencing: 24 June 2025 Thomas Pollock Head of Commercial Law (Legal & Governance) County Hall Spetchley Road Worcester 29 May 2025
b) West Mercia (Circulated to members)	May Fraud Bulletin
Resolved: That correspondence be noted.	

25/574 Finance

- a) To approve the schedule of payments for January including invoices to be paid as a matter of urgency.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
833702544	Direct Debit	British Gas	Pavilion power and heating	66.61	3.33	69.94
V02341477181	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
2383871-0	Direct Debit	Sky Business	Pavilion phone line (22 nd May 25 – 21 st Jun 25)	29.95	5.99	35.94
Inv09232442	Direct Debit	Water Plus	Pavilion water	7.99	-	7.99
454321603	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th March - 9 th April 2025	5.25	-	5.25
33392	BACS	Able Investigations & Enforcements	Professional fees- Preparation of Common law notice, serving notice	2,800.00	560.00	3,360.00

			on all caravans, 5 enforcement officers & travel time and mileage			
3395	BACS	Limebridge Rural Services	Ground maintenance for April	1,884.00	376.80	2,260.80
3400	BACS	Limebridge Rural Services	Supply of compost and summer bedding plants for village planters	78.00	15.60	93.60
3415	BACS	Limebridge Rural Services	Ground maintenance for May	1466.00	293.20	1,759.20
3529	BACS	BWP Creative Ltd	Renewal of domain name for 2 years honeybourne-pc.gov.uk	60.00	12.00	72.00
May	BACS	J Hyde	Handyman work	282.00	-	282.00
May	BACS	J Hyde	Lengthsman work	147.35	-	147.35
SI-10352	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
1121	BACS	South Worcestershire Citizens Advice Bureau*	Donation	250.00	-	250.00
BK221638-1	BACS	SLCC	Clerk's training Microsoft Excel Module 1	120.00	24.00	144.00
Tax month 3	BACS	Worcestershire Pension	Pension	789.46	-	789.46
Tax month 3	BACS	Staff salary	Staff salary	2249.61	-	2249.61
Tax month 3	BACS	HMRC	HMRC (ending 5 th July 2025)	932.65	-	932.65
	BACS	Linda Stanton	Mileage claim (536.2 miles) 2 nd April – 27 th May 2025)	241.29	-	241.29
SIN141532	BACS	Fairview Trading	Chains and padlocks for sports field	110.70	22.14	132.84
329170	BACS	Hartwell & Co (Timber) Ltd	Handyman work	45.16	9.02	54.18
CN30446053	BACS	Citron Hygiene UK Ltd	Duty of care compliance cost for sanitary bin	4.88	0.98	5.86
13459	BACS	Cotswold Drainage	Annual service of the pumping station	350.00	70.00	420.00
250508	BACS	Alcester Silver Band	VE Day Concert 8 th May 2025	300.00	-	300.00
CG1163	BACS	Honeybourne Village Hall	Refreshments for band & military members	107.50	-	107.50
21894/23088	BACS	GS Adams	Replace damage external socket for Christmas tree	246.00	49.20	295.20
21902/23090	BACS	GS Adams	To replace photocell and remove ivy from lamppost- Mickleton Road	95.00	19.00	114.00
261614	BACS	Kompan Ltd	Replacement step for suspension bridge	99.70	19.94	119.64
48061	BACS	Defib Store	Replacement pads and rescue kit	75.99	17.20	103.19
24776	BACS	Equals pre-paid card	Top up card	300.00	-	300.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat	Gross

					£	£
Auth:069410	9 th May 2025	Ranch Caravan Park	Calor gas for lighting beacon 80 th VE Day – 8 th May 2025	52.50	-	52.50
Auth:442202	14 th May 2025	Lidl*	Fruit – for play group.	9.81	-	9.81
12985	20 th May 2025	Budget Skip	Skip to clear rubbish left by illegal encampment	135.83	25.81	163.00
IEN2025027195431	26 th May 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97
Resolved: 4 in favour, 2 abstentions to approve the schedule of payments (the abstaining councillors having declared an interest earlier in the meeting)						

Note :

***Citizens Advice payment:** This payment was originally scheduled for last month but was delayed due to a bank name verification issue. Payment will be processed this month following confirmation of the correct payee details from Citizens Advice.

***Fruit purchase:** The Parish Council wished to provide a token of thanks to the volunteer who provided PA system, setup assistance, and MC services for the community event. The volunteer declined any personal gift but requested that if the Council wanted to show appreciation, fruit for the playgroup would be preferred.

b) To approve bank reconciliation for March 2025.

Honeybourne Parish Council

31 March 2025 (2024-2025)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2024		135,594.30
	ADD Receipts 01/04/2024 - 31/05/2025		57,470.02
			193,064.32
	SUBTRACT Payments 01/04/2024 - 31/05/2025		66,963.20
	Cash in Hand 31/03/2025 (per Cash Book)		126,101.12
	Cash in hand per Bank Statements		

	Petty Cash	31/05/2025	0.00	
	Lloyds Business Bank Instant	31/05/2025	119,418.26	
	Lloyds Treasurers Account	31/05/2025	6,901.71	
	Prepaid Debit Card Equals	31/05/2025	31.15	
				126,351.12
	Less unrepresented payments			250.00
				126,101.12
	Plus unrepresented receipts			
B	Adjusted Bank Balance			126,101.12
	A = B Checks out OK			
Resolved : That the Bank Reconciliation for May be approved.				

- c) **For noting-** The PC application for s.106 monies for the field drainage work for this year and next year has been supported by the WDC Communities Funding Advisory Panel. Their recommendations will now need to be resolved by the Executive Board on 9th July 2025.

Resolved:

That the PC's application for s.106 monies for the field drainage work for this year and next year has been noted.

25/575 Committee & Working Groups reports

To receive minutes from Council committees and groups held since the last Council meeting and consider recommendations for resolution as reported below. (If any)
There were no reports.

25/576 Environment & Committee Wellbeing

- a) To consider installation of height restrictions barriers on Sports Field, allotment site and The Leys. (**Appendix 3 – pages 470 - 471**). The Clerk's report on height restrictions bar were considered.

Resolved:

- I. Clerk to obtain further quotes for four height restriction barriers (2 for sports field, 1 for The Leys and 1 for the allotments) including installation.
- II. To request the handyman to survey the allotment entrance and provide costings for relocating the existing gates further back into the allotment driveway to allow vehicles to pull off the road, enabling plot holders to open gates safely without parking on the road.

- b) To approve security measures following illegal encampment at Sports Field. Report was circulated to all members also attached. (**Appendix 4 – pages 471 - 472**)

Resolved:

To approve the security measures implemented at the Sports Field.

- c) To consider not charging Honeybourne Hawks for 2 practices on 7th June and 14th June 2025. The Hawks' practice session was interrupted by the illegal encampment on 14th May, and they had to move their booking on 20th May to another site as they were uncertain how long the encampment removal would take.

Resolved:

That no charge will be levied on Honeybourne Hawks' two practice sessions on 7th June and 14th June 2025.

- d) **For noting:** Community Speed Watch (CSW) – Update from West Mercia Police.
Council has received correspondence from Safer Neighbourhood Officer, PC Alex Prentice regarding the current status of the Community Speed Watch (CSW) scheme in Honeybourne, following discussions at the recent Parish Council meeting.
- Vetting for all CSW group members expired and re-vetting was required.
 - Six volunteers were successfully re-vetted and approved on 9th January 2025.
 - West Mercia Police CSW coordinator contacted the group contact on 9th January to arrange training and confirm equipment availability.
 - Despite follow-up attempts, no response has been received from the group contact.
 - The police have clarified their role is limited to vetting and support once the group is active.
 - Next steps for the CSW scheme remain pending, awaiting response from the volunteer group contact.
 - The police have provided this update for transparency, noting that while CSW is not a Parish Council led scheme, it is regularly discussed at Council meetings.

Resolved:

This item will be deferred to the next Parish Council meeting on 8th July to discuss with the CSW Leader when he is present

- e) For noting- The re-surfacing of the footpath adjacent to The Leys has been approved by the WCC footpath team. The work will hopefully commence before autumn. The WCC Footpath Team has requested use of Council facilities for overnight storage of contractor machinery during the resurfacing work.

Resolved:

The re-surfacing of the footpath adjacent to The Leys is noted.

25/577 Governance Arrangements

- I. To re-adopt HPC Zero Tolerance Policy.

Resolved:

To approve the re-adoption of the policy.

25/578 Planning

- a) Members to respond to planning application.

WDC ref	Site Address	Proposal
W/25/00822/FUL	The Gate Inn, Weston Road, Honeybourne, Evesham, WR11 7QJ	Removal of pitched roof and chimney to the Northwest of the public house and replacement flat roof and increased eaves height. Two windows blocked up. (Retrospective)
Prior to consideration of this application, it was noted that several councillors had previously served with the applicant during their time on this council. The relationship with the applicant is limited to previous professional association through council service, and this previous service relationship alone does not prevent these councillors from participating in the consideration of this application. The Chair read out the planning consultant's comments (copy attached – Appendix 5 page 472) and asked each Council member for their thoughts on the roof alteration. Members enquired why this was a retrospective planning application. The applicant explained that Wychavon District Council planning department had previously advised him that planning permission was not required for the work, but this information was subsequently found to be incorrect.		
Resolved: No Representation (5 in favour, 1 abstention - the abstaining councillor having declared an interest earlier in the meeting)		

W/25/00668/FUL	Poden Farm, Mickleton Road, Honeybourne, Evesham, WR11 7PS	Agricultural storage building
Application - Withdrawn		
Resolved: That it has been noted that the planning application has been withdrawn.		

b) Notification of Planning Appeals – There were none.

c) Members to note planning decisions- There were none.

d) For noting -Members to respond to Town and Country Planning Act 1990- Section 24

The STOPPING UP OF HIGHWAY (WEST MIDLANDS) (NO. 8) ORDER 2025

Reference	Proposed
NATTRAN/WM/S247/5989	Stopping up of Highway at Orchard View, High Street, Honeybourne, WR11 7PQ
Description of highway to be stopped up	The highway to be stopped up is at Honeybourne, in the District of Wychavon, shown on the plan as an irregular shaped area of highway to the south of High Street. It commences 1.5 metres northeast of the northeastern corner of Orchard View and extends in a north westerly direction for a distance of 13 metres and has a width of 4.1 metres
Details : The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act"). 1. The Secretary of State authorises the stopping up of the highway described in the Schedule to this Order and shown on the plan numbered NATTRAN/WM/S247/5989, to enable development to be carried out in accordance with the planning permission granted by Wychavon District Council, under reference W/24/02247/CU. 2. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.	
This Order shall come into force on 5th June 2025.	
Resolved: That the Stopping Up Order is noted and it will come into force on 5 th June 2025.	

25/579 Members are reminded to notify the Clerk of any items for discussion for the next meeting by 23rd June 2025.

25/580 Date and venue of the next Parish Council meeting

- I. Presentation by National Gas, 8th July at 6:30 pm – upgrade of an existing stretch of pipeline which runs between South Wales and Worcestershire. This includes the pipeline between AGI stations in Wormington in Gloucestershire, Honeybourne (on Gloster Ades Road), and Churchover near Rugby.
- II. Parish Council Meeting, 8th July at 7:15pm.

The meeting concluded at

Signed:
Chairman, Honeybourne Parish Council

Date:
8th July 2025

Council Members: H Jobes (Chairman), A Attridge, T Askew, C Clear, G Clelland, A Mathias, S Sidwell and S Walsh.

Appendix 1 – 25/569 (c) County Councillor Report

Monthly report to Honeybourne Parish Council 10/06/2025

A very busy month of County Council induction sessions, culminating in the first full council meeting on 22nd May

Full council saw the election of the leadership including the chair.

Two motions were passed one of which aims to assist many residents of Worcestershire. This motion was put forward by Councillor Cross and supported by the whole Green and Independent Alliance group, it proposed that the underused county hall car park is allowed to be used as an overspill/staff car park for Worcester royal hospital. This was unanimously voted through, with the logistics delegated to officers. The car park for those who don't know, is just a short 10 minute walk from the hospital along a surfaced path, via Worcester Woods Country park. The second motion was to allow Vice Chairs and substitutes on Overview and Scrutiny panels, ensuring good representation, again this motion was passed

Shape Worcestershire: Reorganising your local councils is now live, help us piece it together

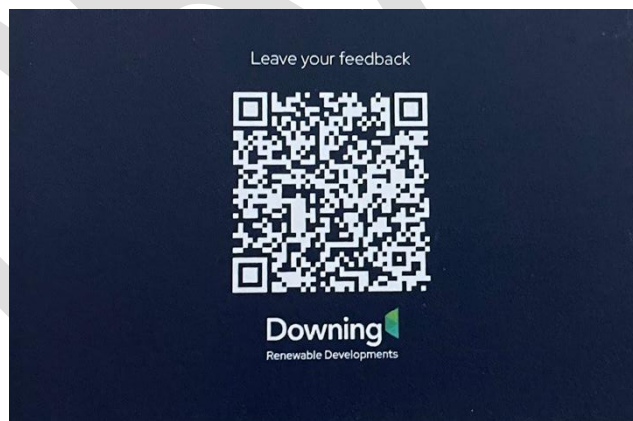
www.shapeworcestershire.org

It is an engagement event to gather the views of residents on how they see the reorganisation taking shape and affecting them. It is a short online survey, that I would encourage everyone to fill in, along with a FAQ section on the website. The survey is running until the end of June to allow time for the data to be analysed and used in time for the final submission by Worcestershire councils

To further aid Town and Parish Councils, there is an event specifically for them held at Wychavon offices on 23rd June at 6pm to discuss Local Government Reorganisation.

Highways will be looking at the temporary repairs that have taken place in High Street, Honeybourne and bring forward the larger scale resurfacing that is needed here

Sheenhill Solar Farm – I attended the engagement session on 28th May, lengthy discussions were had with the proposed developer on the potential impact the scheme has on the area, including the cumulative impact. The online pre-application consultation is running until end of June, again I urge you to submit your responses. The QR code to access the form is below



Appendix 2 – 25/570 (d)

Report from District Councillors Judith Ciotti and Hannah Robson June 2025

- I. At the full Council Meeting in May a new leader was chosen by the Conservative group and elected by members. Cllr Richard Morris has vowed to put the economy and town centre reform at the heart of his administration. He took over from Cllr Chris Day who has led the authority since October 2023. He made changes to his Executive board team. Cllr Emma Stokes takes on responsibility for resources, street cleaning, waste and recycling. Cllr Emma Kersey is now

Deputy Leader and in charge of Planning. Cllr Paul Middlebrough has been tasked with responsibility for Local Government Reorganisation. Cllr Morris is a District and County Cllr having held senior positions in both authorities and therefore well placed to lead us through the change that is coming.

- II. Residents, businesses and community groups are being urged to help shape the future of their local council. A public engagement exercise has just been launched and will run until June 29th. It is called **Shape Worcestershire** and gives information about the current proposals and an opportunity to give your views in a survey. The results will help councillors decide what to include in their final proposal to central Government in November. All seven councils in Worcestershire will disappear by April 2028!
- III. Cyber Security Standards in Wychavon are within the top one percent of councils in terms of cyber progress according to the Ministry of Housing, Communities and Local Government.
- IV. At the Rural Matters Advisory Panel last month there was an interesting presentation on broadband speed and mobile phone reception in Worcestershire's rural areas. This is still patchy in a few areas and the panel heard about the innovative projects the council has been involved in.
- V. Bankside College is a brand new specialist provision offering further education for young adults aged 16 to 25 who are autistic and have multiple co-occurring needs. Students come from across Worcestershire and the college is appealing to businesses for support. There will be an employer open event on June 11th.
- VI. In Honeybourne a solar farm company has given a public presentation on their idea for a new solar farm straddling Honeybourne and South Littleton. No formal application has been made to date.
- VII. Please get in touch with Hannah or Judith if you'd like details on any of these items. And don't forget to **Shape Worcestershire!**

Appendix 3 – 25/576 (a)

Installation of Height Restriction Barriers

Report prepared by Clerk

SUMMARY

This report recommends the installation of height restriction barriers at three parish-owned sites following professional advice received after a recent illegal encampment incident. A total of four barriers at 2.1m height are proposed: two at the Sports Field and one each at The Leys and the allotment area.

BACKGROUND

Following an illegal encampment at the Sports Field, the Parish Council engaged an enforcement agency for removal. The enforcement agency who assisted with the encampment removal advised the Council to enhance security by installing height restriction barriers as a preventative measure against future unauthorized access by vehicles. Subsequently, the police also recommended that the Council should consider installing height restriction barriers.

PROPOSED LOCATIONS

The Council needs to consider installing height restriction barriers at the following three locations:

Sports Field

- Primary site where the illegal encampment occurred
- High priority for barrier installation
- Two access points requiring barriers: car park gate and bottom gate
- Two height restriction barriers required at 2.1m height
- Barriers to include removeable/lockable swing sections to allow contractor access for high vehicles
- 2.1m height permits normal vehicle access without unlocking restriction

The Leys

- Single height restriction barrier required across main entrance
- Barrier to be removeable/lockable to allow access when required
- Height specification: 2.1m to match Sports Field installation

The Allotment

- Single height restriction barrier required across entrance
- Barrier to be removeable/lockable for maintenance and user access
- Height specification: 2.1m for consistency across all sites.

CONSIDERATIONS

Benefits:

- Prevention of unauthorised vehicle access and illegal encampments
- 2.1m height allows normal vehicle access while preventing larger unauthorised vehicles
- Removeable/lockable sections maintain access for legitimate contractors and maintenance
- Reduced costs associated with future enforcement actions
- Enhanced security for parish council assets and facilities
- Compliance with professional security advice

FINANCIAL IMPLICATIONS

- Four height restriction barriers required in total (2 x Sports Field, 1 x The Leys, 1 x allotment)
- All barriers to be 2.1m height with removeable/lockable swing sections
- CIL monies are available which could be used to fund the barrier installation
- Costs to be determined through competitive quotation process
- Minimal ongoing maintenance costs anticipated (occasional hinge oiling and padlock replacement as needed)

LEGAL AND REGULATORY REQUIREMENTS

- No planning permission is required as all barriers will be located on the inside of the council property
- No highways authority consultation needed as barriers do not affect public access routes
- Compliance with disability access requirements
- Insurance implications to be reviewed

RECOMMENDATIONS

It is recommended that the Parish Council considers:

1. Proceeding with the installation of height restriction barriers at all three identified locations (4 barriers total)
2. Authorising the Parish Clerk to obtain competitive quotations for:
 - Four 2.1m height restriction barriers with removeable/lockable swing sections
 - Professional installation at the Sports Field (2 barriers), The Leys (1 barrier), and allotment (1 barrier)
3. Receiving a further report from the Clerk with detailed costings and implementation timeline at the next Parish Council meeting in July.
4. That this action follows direct professional advice from the enforcement agency and police and requires no planning permission as barriers will be located inside council property.

Appendix 4 – 25/576 (b) Security measures for Sports Field

Security Measures Report - Sports Field

Background

Following the recent illegal encampment on our Sports Field, immediate security measures have been implemented to prevent future unauthorised access and protect the facility.

Security Measures Implemented

1. Vehicle Access Control

A security chain has been installed across the gap leading from the car park to the field. The chain is secured to existing wooden posts that were already in the ground, creating an effective barrier to prevent vehicles from driving onto the field.

2. Contractor Access Protocol

All contractors have been notified of new security requirements and instructed to:

- Ensure the gate is locked immediately after entry
- Maintain security protocols throughout their work period
- Take responsibility for securing access points when departing

3. Sports Club Security Arrangements

Honeybourne Hawks have been provided with:

- A dedicated chain and padlock system
- Authority to set their own combination code
- Clear operational procedures requiring them to unlock the gate for entry, then secure it with their chain and lock during use
- Requirement for parents/guardians to follow the same locking procedures

Expected Outcomes

These measures will provide multiple layers of security while maintaining necessary access for legitimate users including sports clubs, contractors, and authorised personnel.

Status

All security measures are now in place and operational.

Appendix 5 – 25/578 (a) Planning application: W/25/00822/FUL – The Gate Inn, Weston Road

Proposed PC's planning consultant comments for review –

The Gate Inn has a distinctive traditional character which plays an important role in the visual amenity of the village. The Gate Inn is identified as a community facility in the Honeybourne Neighbourhood Plan under Policy H12. The building has an established history, appearing in the historical records of Gloucestershire Pubs, with the original owner being William Phillips in 1891.

The pub is locally identifiable and provides an important contribution as a reference building at a crossroad junction within the village of Honeybourne.

The Parish Council notes that the alteration from the original pitched roofs and chimney to a flat roof design does not align with the established character of the existing public house or the surrounding environment. The Parish Council respectfully submits that this change may not fully accord with the design requirements of Policy SWDP21, along with Policies H4 and H6 of the Honeybourne Neighbourhood Development Plan.

Honeybourne Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		135,594.30
	ADD Receipts 01/04/2025 - 30/06/2025		58,617.69
	SUBTRACT Payments 01/04/2025 - 30/06/2025		194,211.99
			77,911.14
	Cash in Hand 30/06/2025 (per Cash Book)		116,300.85
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Lloyds Business Bank Instant 30/06/2025	110,306.08	
	Lloyds Treasurers Account 30/06/2025	5,775.44	
	Prepaid Debit Card Equals 30/06/2025	219.33	
			116,300.85
	Less unrepresented payments		
			116,300.85
	Plus unrepresented receipts		
	Adjusted Bank Balance		116,300.85
	A = B Checks out OK		

Honeybourne Parish Council

Budget 2025-2026

Receipts April - June

Title		2025-26	Apr - June		2025-2026	
Code	Receipts	Budget	Actual	Comments	TOTAL	Variance
83	Allotments Annual rents	£800.00	£760.00		£760.00	-£40.00
54	Allotment Membership	£150.00	£300.00		£300.00	£150.00
52	Cemetery Fee	£1,500.00	£1,510.00		£1,510.00	£10.00
21	Interest (Lloyds)	£0.00	£292.22		£292.22	£292.22
20	Other Income	£0.00	£0.00		£0.00	£0.00
22	Precept	£0.00	£48,089.00		£48,089.00	£48,089.00
53	Precept Grant	£0.00	£2,737.00		£2,737.00	£2,737.00
81	Pre-paid debit card	£0.00	£0.00		£0.00	£0.00
19	VAT Reclaim	£0.00	£3,433.27		£3,433.27	£3,433.27
67	Grass cutting contributions	£1,419.97	0.00		£0.00	-£1,419.97
	SUB TOTAL	3,869.97	57,121.49		£57,121.49	£53,251.52

Comparison Budget to Actual Figures (April -June)

Code	Title	2025-26	Apr - June		Comments
Administration		Budget	Actual	Balance	
10	Staff and Cllr Expenses	2,000.00	604.44	1,395.56	
11	Website	300.00	0.00	300.00	
25	Office Running cost	3,000.00	1,221.17	1,778.83	
27	Subscriptions	2,800.00	1,900.77	899.23	
28	Staff cost	49,000.00	12,732.07	36,267.93	
31	Legal & Professional	6,000.00	6,071.67	-71.67	Shows an overspend of £71.61 against the original budget of £6,000. Total expenditure was £6,071.61, comprising: planning consultant fees and civil enforcement fee for the removal of illegal encampment
33	Audit Fee	950.00	304.70	645.30	
40	Insurance	2,000.00	0.00	2,000.00	
43	Training & Development	800.00	155.00	645.00	
47	IT Support and Licences	2,100.00	355.99	1,744.01	
59	HPC Grant	4,200.00	1,500.00	2,700.00	
	SUB TOTAL	73,150.00	24,845.81	48,304.19	
Allotments		Budget	Actual	Balance	Comments
54	Allotment Membership	200.00	0.00	200.00	
42	Utilities	200.00	0.00	200.00	
	SUB TOTAL	400.00	0.00	400.00	
Amenity Maintenance		Budget	Actual	Balance	Comments
9	Grounds Maintainance contract	18,000.00	4,833.50	13,166.50	
36	Handyman works	4,200.00	774.96	3,425.04	
	SUB TOTAL	22,200.00	5,608.46	16,591.54	
Capital Expenditure		Budget	Actual	Balance	
32	Capital	0.00	0.00	0.00	
51	Capital Reserve	0.00	0.00	0.00	
	SUB TOTAL	0.00	0.00	0.00	
Recreational Field and Pavilion		Budget	Actual	Balance	Comments
26	Power Heating and Lighting	1,000.00	237.60	762.40	
	SUB TOTAL	1,000.00	237.60	762.40	
Street Lights		Budget	Actual	Balance	Comments
14	EON Energy	4,000.00	949.23	3,050.77	
	SUB TOTAL	4,000.00	949.23	3,050.77	
The Leys Playing Field		Budget	Actual	Balance	Comments
57	Leys Playing Field Rent	1,200.00	0.00	1,200.00	
	SUB TOTAL	1,200.00	0.00	1,200.00	

Honeybourne Parish Council

EARMARKED RESERVES- 2025-2026

Code	Title	Opening Balance 2025/206	Spend April- June 2025	Receipt April - June 2025	Balance	
Administration						Comments
76	Elections	£1,500.00	£0.00	£0.00	1,500.00	
46	Miscellaneous	£1,500.00	£433.53	£0.00	1,066.47	Donation to CAB, Defib Pads, Refreshments for Litter Picking volunteers, post diggers
	SUB TOTAL	£3,000.00	£433.53	£0.00	2,566.47	
Allotments						Comments
15	Allotment Land Rent	300.00	£300.00	£0.00	£0.00	Rent paid to Heart of England Forest for site
29	Allotment Maintainance	500.00	£0.00	£0.00	£500.00	
	SUB TOTAL	£800.00	£300.00	0.00	£500.00	
Cemetery						Comments
23	Maintainance	500.00	£0.00	£0.00	£500.00	
80	Churchyard maintainance	2500.00	£0.00	£0.00	£2,500.00	
	SUB TOTAL	£3,000.00	£0.00	£0.00	£3,000.00	
Environment						Comments
38	Other Environs	2,000.00	£1,602.12	£0.00	£397.88	Annual charge for emptying bins, purchase of noticeboards and annual play equipment inspection
69	VAS	400.00	£0.00	£0.00	£400.00	To cover for warrenty cover for 2 of the older VAS.
41	Lengthsman	2,500.00	£422.05	£177.35	£2,255.30	Parish Council pays lengthsman costs upfront and recovers full amount from Worcestershire County Council upon invoice submission. Awaiting further payments from WCC
	SUB TOTAL	£4,900.00	£2,024.17	£177.35	£3,053.18	
Event						Comments
48	Christmas	3,613.55	£0.00	£0.00	£3,613.55	
70	V Day	1,500.00	967.74	0.00	£532.26	A grant of £250 from Wychavon District Council for VE Day celebrations was received and banked on 17th March 2025. Under the Parish Council's receipts and payments accounting basis, this has been recorded in the 2024/2025 financial year accounts.
	SUB TOTAL	£5,113.55	£967.74	£0.00	4,145.81	
Recreational Field and Pavilion						Comments
30	Pavilion Equipment	1,478.33	£243.88	£0.00	£1,234.45	
35	Maintainance	4,309.24	£485.83	£0.00	£3,823.41	
62	CCTV	400.00	£0.00	£0.00	£400.00	
82	Sports Field Enhancement	25,000.00	£31,720.00	£0.00	-£6,720.00	The Sports Field enhancement shows an overspend of £6,720 against the earmarked reserves of £25,000. However, Wychavon District Council has approved Section 106 funding to cover the full cost of the field drainage work completed this year. This S.106 funding will fully offset the overspend. Recommendation: When the Section 106 monies are received from Wychavon, it is recommended that Council resolves to transfer the full amount to earmarked reserves specifically designated for future Sports Field enhancement projects.
	SUB TOTAL	£31,187.57	£32,449.71		-£1,262.14	
Street Lights						Comments
17	Streetlamp maintainance	£3,500.00	£341.00	£0.00	£3,159.00	
	SUB TOTAL	£3,500.00			£3,159.00	
The Leys Playing Field						Comments
34	Maintainance	£3,000.00	£0.00	£0.00	£3,000.00	
39	Equipment	£3,000.00	£99.70	£0.00	£2,900.30	
	SUB TOTAL	£6,000.00	£99.70	£0.00	£5,900.30	
CIL & s.106						
56	CIL	6,362.44	£0.00	£1,318.85	£7,681.29	
63	s.106	183.24	£0.00	£0.00	£183.24	
	SUB TOTAL	6,545.68	£0.00	£1,318.85	7,864.53	

Memorial Bench - Cemetery

Background: The Parish Council received correspondence from a resident regarding a memorial bench in the cemetery. The bench was originally donated to the Parish Council in 1999 following her husband's death and became Parish Council property upon donation.

Correspondence from Resident: [Name and contact details redacted for data protection purposes]

"To the Clerk to Honeybourne Parish Council,

My husband, Roger Probert, died in March 1999 and he is buried in Honeybourne cemetery. After his death I bequeathed to the Parish Council a bench in his memory which is sited opposite his grave.

I am utterly devastated that this bench has been allowed to fall into complete disrepair by the Parish Council who have the responsibility for the cemetery upkeep, including the furniture, and wish to know why this has been allowed to happen and what the Parish Council's intentions are to resolve this matter.

Attached are two pictures of the damaged bench for your perusal."

Clerk's Response: [Name and contact details redacted for data protection purposes]

"Dear Resident

Thank you for your email regarding the memorial bench dedicated to your late husband.

The Parish Council undertook maintenance work on your husband's memorial bench on several occasions over the years since it was installed in 1999. However, after more than 25 years of exposure to the elements, the bench had deteriorated significantly. When we discovered that the bench had broken and was beyond safe repair, it had to be removed immediately for health and safety reasons. I apologise that you were not contacted beforehand to explain the situation, unfortunately, the Parish Council did not have your current contact details, and the immediate removal was necessary for safety.

I have retained the memorial plaque from the bench, which remains in good condition. I would be happy to return this to you if you would like to have it, or we can discuss alternative arrangements for the plaque if you prefer it to remain as a memorial in the cemetery.

I will bring your correspondence to the attention of the Parish Council at our next meeting.

Please let me know your preference regarding the plaque."

Additional Information: Following consultation with the previous Parish Clerk, it has been confirmed that donated memorial benches become Parish Council property upon donation. The Council maintained this bench over its 25+ year lifespan, but due to natural weathering and age, it deteriorated beyond safe repair and required immediate removal for health and safety reasons.

Considerations: The resident seeks an explanation for the bench's deterioration and the Council's intentions to "resolve this matter." The memorial plaque has been retained and remains in good condition.

Recommendation: The Council does not replace the memorial bench for the following reasons:

- The bench served its purpose for over 25 years, which exceeds the typical lifespan of outdoor wooden furniture
- The Council fulfilled its maintenance obligations throughout the bench's lifetime
- Replacement of deteriorated donated items would set a precedent that could create significant financial liability for future memorial donations
- The original donation was made in 1999, and the bench provided memorial service for a quarter of a century
- The memorial plaque remains intact and could be repositioned if the family wishes to maintain a memorial presence in the cemetery

The Council should consider offering the family the option to have the memorial plaque returned or discuss alternative arrangements for its placement within the cemetery.

Allotment Gate Security - Plot Holder Notice

Background: Following the illegal encampment incident at the Sports Field in May 2025, the Parish Council has been advised by police and enforcement officers to ensure all council facilities are properly secured with gates locked at all times.

Current Issue: Despite existing HAGA rules requiring plot holders to "keep the gate closed at all times," some plot holders continue to leave gates open and unlocked. All plot holders have copies of the rules and are aware of their responsibilities.

Concerns Identified:

- Compliant plot holders have reported concerns to the Clerk about gates being left open
- Council inspections have found gates left open on multiple occasions
- The Council has repeatedly asked members to secure gates, but some continue to ignore this requirement

Action Taken: The Clerk issued an urgent reminder notice to all plot holders on 27th June 2025 (attached below) emphasizing the security requirements and potential consequences of non-compliance.

Notice Sent to Plot Holders:

IMPORTANT NOTICE TO ALL PLOT HOLDERS

Gate Security Requirements - URGENT REMINDER

To: All HAGA Allotment Plot Holders From: Honeybourne Parish Council Date: 27th June 2025

Re: Mandatory Gate Locking - Existing Rules MUST Be Followed

All plot holders are reminded of the existing HAGA rule: "Keep the gate closed at all times. If you are the last person to leave the allotment site it is your responsibility to ensure the site is left locked and secure."

This rule is NOT being followed consistently and MUST be adhered to by every member without exception.

During recent Parish Council visits to the site, we have observed that gates are being left open and unlocked, putting the entire site at risk.

Why This Matters

In May 2025, the Parish Council experienced an illegal encampment at the Sports Field. When this was reported to police, we were advised that because gates had been left open and unlocked, this became a civil matter rather than a criminal one.

As a result:

- *Police were unable to provide assistance with removal*
- *The Parish Council was forced to engage private enforcement officers*
- *This process was both costly and offered no guarantee of successful removal*
- *Proper gate security at all council facilities is essential to prevent similar incidents*

Police and Professional Advice

Both the police and enforcement officers have strongly advised the Parish Council to secure all council facilities by ensuring gates and access points are properly locked at all times.

Your Responsibility Under HAGA Rules

The HAGA Allotment Etiquette and Membership Rules clearly state that every member must:

- *Keep the gate closed at all times*
- *If you are the last person to leave the allotment site, ensure it is left locked and secure*
- *This means EVERY time you enter or exit, you must check the gate is properly shut and locked.*

Consequences of Non-Compliance

Failure to secure gates puts the entire allotment site at risk of:

- *Illegal encampment*
- *Vandalism and theft*
- *Unauthorised access*
- *Costly enforcement action*

Plot holders who repeatedly fail to follow this established HAGA rule may face action regarding their membership and plot tenancy.

Reporting Issues

If you notice the gate has been left unsecured, please contact: clerk@honeybourne-pc.gov.uk or kdi21@aol.com immediately.

Your Cooperation is Essential

We rely on every plot holder to take this security requirement seriously. The small effort of properly securing the gate protects everyone's investment in the allotments and helps avoid costly problems for the Parish Council.

Thank you for your cooperation in keeping our allotment site secure.

Recommendation: For noting

Additional Water Trough Request - Allotment Site

Request: A plot holder has requested an additional water trough, stating that the nearest trough is over 90 yards from his plot and claims the trough is nearly empty when he arrives to water his plot.

Current Water Supply: The allotment site currently has 7 water troughs strategically located: 3 down the centre path and 2 on each side, providing adequate coverage across the site.

Assessment:

- The water troughs continue to fill automatically when in use
- Upon further investigation, it appears the issue is the distance to the water source rather than water availability
- The plot holder chose the location of his plot and would have been aware of the water trough locations at the time of selection
- Adding an additional water trough would not improve the situation due to water pressure limitations - a new trough would not fill adequately
- Installation would be an expensive process with limited benefit
- Approving this request may lead to similar requests from other plot holders

Water System Operation: The existing water system operates on a continuous fill basis, ensuring troughs refill during use. The current 7-trough system provides reasonable access across the allotment site.

Recommendation: The Council does not approve an additional water trough due to:

- Adequate existing provision with 7 strategically placed troughs
- Water pressure limitations preventing effective operation of additional troughs
- High installation costs for minimal benefit
- Plot holder was aware of water trough locations when selecting plot
- Risk of setting precedent for similar requests from other plot holders
- Risk of damage to existing infrastructure and leased land requiring costly remediation

Honeybourne Neighbourhood Plan Review

Background: Honeybourne Parish Council has an adopted neighbourhood plan (adopted in 2020) which provides important benefits including protection against windfall housing applications and increased Community Infrastructure Levy receipts (25% rather than 15%). Neighbourhood plans should be reviewed every 5 years, and this is now particularly important as the current government has made significant changes to the National Planning Policy Framework which came into effect at the end of 2024.

Government Funding Withdrawal: The Government announced in the June 2025 Spending Review that community grant funding for neighbourhood planning is to be withdrawn with immediate effect. Previously, parish councils could access £10,000 grants plus technical assistance from Locality to support neighbourhood plan preparation and reviews.

Correspondence from Wychavon District Council

Letter from Isabel Roberts, Head of Planning Policy:

Dear Parish Clerk,

I am writing to make you aware that the Government has announced, as part of the June 2025 Spending Review, that the community grant funding for neighbourhood planning is to be withdrawn (Home - Locality Neighbourhood Planning).

Until now, parish and town councils in the district have been able to secure a £10,000 grant to support the preparation of a neighbourhood plan, along with technical assistance in preparing the evidence base and supporting documents, e.g. design guides from Locality, the organisation that supports the process with funding from Government.

The announcement means that with immediate effect, further applications for the grant will not be supported. Applications for grant and technical support submitted to Locality up to the end of March 2025, however, will still be available through to March 2026.

The removal of the Government funding for parishes with designated neighbourhood areas (an area to which a neighbourhood plan applies) does not mean that a neighbourhood plan cannot be progressed should a community wish to do so, although alternative funding would need to be sought, e.g. via parish precept. Some funding may be available from Wychavon District Council, we would therefore encourage neighbourhood planning groups to contact us in the first instance where funding is required.

There remain benefits from having a neighbourhood plan in place, particularly where they choose to allocate a site for additional housing. Currently, under the national planning policy framework, this gives a level of protection against windfall housing applications, but a neighbourhood plan can also set out policies on design, heritage and conservation and safeguard valued local green spaces etc. Further, parishes with an adopted neighbourhood plan also benefit from 25% of Community Infrastructure Levy (CIL) receipts (as opposed to 15% without a neighbourhood plan) arising from any residential development within their Parish or Town area as part of the neighbourhood portion of CIL.

Please contact us by email: neighbourhoodplanning@wychavon.gov.uk, or phone: 01386 565 565, if you have any queries relating to neighbourhood planning.

Many thanks, Isabel Roberts Head of Planning Policy

Clerk's Email to WDC Planning Policy Officer:

"I hope this email finds you well. I am writing on behalf of Honeybourne Parish Council regarding your email received today (16th June) with the attached letter from Isabel Roberts about the withdrawal of Government community grant funding for neighbourhood planning."

We understand that while the £10,000 Government grant and technical assistance from Locality is no longer available for new applications, Wychavon District Council may have some funding available to support neighbourhood planning groups.

Our parish currently has an adopted neighbourhood plan, and we are looking to undertake a review to ensure it remains current and effective in meeting our community's needs. We would be grateful to explore what funding support might be available from WDC to assist with this review process.

Specifically, we would like to understand:

- What level of funding support might be available*
- The application process and any requirements*
- Timescales for applications and funding decisions*
- Whether technical assistance might also be available*

We recognise the continued benefits of having an up-to-date neighbourhood plan, particularly the protection it provides against windfall housing applications and the increased Community Infrastructure Levy receipts (25% rather than 15%).

We would welcome the opportunity to discuss this further at your convenience. Please let us know if you require any additional information about our parish or our proposed review.

Thank you for your time and consideration.”

WDC Planning Policy Officer Response:

“Dear Linda,

Thank you for your email.

Unfortunately, as it was an unexpected change, we are unable to share the type or quantity of funding available at this time. We will be working on a proposed distribution structure for funding based on needs across the districts over the coming weeks.

We have noted your interest, and we will contact you in due course, once we have determined the best approach.

Wychavon District Council will continue to provide advice and support where requested for neighbourhood planning groups.

If you have any other queries related to neighbourhood planning, please do not hesitate to contact us.”

Financial Implications: The estimated cost to review the neighbourhood plan is approximately £10,000. No budget has been set aside for this purpose. If the Council decides to proceed, funds will need to be taken from general reserves.

Benefits of Neighbourhood Plan Review:

- Maintains protection against windfall housing applications
- Ensures policies align with the updated National Planning Policy Framework (effective end 2024)
- Retains 25% CIL receipts (vs 15% without neighbourhood plan)
- Allows updating of policies on design, heritage, conservation and green spaces

Options for Council:

1. Await further information from WDC regarding potential funding support
2. Proceed with review using general reserves (£10,000)
3. Defer decision until funding position is clarified
4. Do not proceed with review at this time

Recommendation: That Council agrees to proceed with the neighbourhood plan review using general reserves (£10,000), given the importance of maintaining policy effectiveness following NPPF changes and protecting the parish's planning benefits. The Clerk to follow up with WDC regarding potential funding when available to replenish general reserves.

Motion for Government Support of Neighbourhood Planning

Background: Following the Government's withdrawal of community grant funding for neighbourhood planning, the Worcestershire County Association of Local Councils has circulated a draft motion and supporting materials for parish councils to consider.

Correspondence from CALC: The County Association, working with colleagues in Shropshire, Staffordshire, Warwickshire, and Herefordshire Associations, has produced a pack to enable councils to be part of nationwide efforts to get support and funding for neighbourhood plans reinstated. They emphasize that neighbourhood plans are an essential tool for parish and town councils and will only grow in significance with Local Government Reorganisation underway.

Draft Motion Provided: The County Association has provided a template motion for councils to pass, which acknowledges that:

- Neighbourhood planning empowers local communities to shape development and growth
- Preparation of neighbourhood plans requires significant time, expertise, and financial resources
- Neighbourhood plans contribute to more democratic, locally informed planning decisions

The motion resolves to:

1. Call upon the Government to provide increased and sustained funding for neighbourhood plans
2. Request that funding is accessible to all communities for inclusivity and fairness
3. Write to the local MP and Secretary of State for Housing, Communities, and Local Government

Context: This motion comes at a time when Honeybourne Parish Council is considering whether to proceed with reviewing its own neighbourhood plan (adopted 2020) at an estimated cost of £10,000, with funding needing to come from general reserves due to the withdrawal of Government grants.

Recommendation: Council to consider adopting the motion to add its voice to the nationwide campaign for reinstating neighbourhood planning support, particularly given the Council's own current deliberations regarding neighbourhood plan review funding.

Resolution Calling on the Government to Provide Dedicated Funding for Neighbourhood Plans

Honeybourne Parish Council acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

Therefore it is Resolved to -

1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.
2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.
3. Write to [local MP] and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.

Height Restriction Barriers - Purchase Quotes

Background: Following the illegal encampment incident at the Sports Field in May 2025, the Council is considering the purchase of height restriction barriers for the Sports Field, The Leys, and Allotment site to prevent unauthorised vehicle access.

Quote Comparison:**Quotation A**

Item	Details	Cost
Barrier Type	Single leaf drop lock, 2.1m height (2.0m vehicle restriction)	-
6.0m width barriers	£1,206.49 each x 3 units (The Leys, Allotment, Sports Field bottom gate)	£3,619.47
6.5m width barrier	£1,234.24 each x 1 unit (Sports Field car park)	£1,234.24
Height signs	£65 each x 4	£240.00
Locking shrouds	£65 each x 4	£240.00
Delivery	Standard delivery	£75.00
TOTAL		£5,408.71

Quotation B

Item	Details	Cost
Barrier Type	Single leaf drop lock, 2.1m height (2.0m vehicle restriction)	-
6.0m width barriers	£2,651 each x 4 units (The Leys, Allotment, Sports Field bottom gate, Sports Field car park)	£10,604.00
6.5m width barrier	Not available (standard width only)	-
Height signs	Included in the price	-
Locking shrouds	Not available	-
Delivery	Standard delivery	£75.00
TOTAL		£10,679.00

Quotation C

Item	Details	Cost
Barrier Type	Single leaf drop lock, 2.1m height (2.0m vehicle restriction)	-
6.0m width barriers	£2,263.52 each x 3 units (The Leys, Allotment, Sports Field bottom gate)	£6,790.56
6.5m width barrier	£2,102.13 each x 1 unit (Sports Field car park)	£2,102.13
Height signs	Included in the price	-
Locking shrouds	Not available	-
Delivery	No charge	-
TOTAL		£8,892.69

Key Differences:

- **Quotation A:** Lowest cost option with additional security features (locking shrouds) and custom widths available.
- **Quotation B:** Highest cost, only offers standard 6.0m width, signs included
- **Quotation C:** Mid-range pricing, custom widths available, signs included, free delivery

Additional Specifications (All Suppliers):

- Drop lock mechanism
- Galvanised finish
- Sunken installation (concrete in)

Funding: The purchase will be funded using the balance of Community Infrastructure Levy (CIL) monies totalling £7,681.29.

Budget Analysis:

- Quotation A (£5,408.71) - within CIL budget with £2,272.58 remaining
- Quotation B (£10,679) - exceeds CIL budget by £2,997.71
- Quotation C (£8,892.69) - exceeds CIL budget by £1,211.40

Recommendation:

To accept Quotation A as it:

- Provides the most cost-effective solution
- Includes additional security features (locking shrouds)
- Offers custom widths for optimal fit
- Remains within the available CIL funding
- Leaves remaining CIL funds for other community infrastructure needs