

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 9th September 2025**

Members present: Cllrs: H Jobs (Chairman), A Attridge, T Askew, C Clear, G Clelland, S Sidwell, A Mathias and S Walsh

In attendance: 5 members of the public
Parish Clerk, Linda Stanton.

25/593 Apologies : Cllr B Dubb (work commitment)

Resolved:

The apology was accepted

25/594 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 25/589 (a) & (b) Limebridge- bill payments for August & September	ODI- Personal friend	Cllr Clelland confirmed that he would not participate in any discussion or vote on the approval of the payments
H Jobs	Item 25/589 (n) - Grant application for village hall Item 25/607(ii) - Village Hall lease	DPI- Trustee and treasurer of Village Hall	Cllr Jobs confirmed that he would not participate in the debate or vote on items 25/589 (n) and 25/607 (ii)
A Attridge	Item 25/604 (i) Variation to Honeybourne Hawks Football Club licence	ODI – Relative	Cllr Attridge confirmed that he would not participate in the debate or vote on this item

25/595 To consider any dispensations

There were none.

25/596 Open Session Participation to hear from:

- a) Members of the Public.
1. A resident addressed the Council regarding the newly installed footpath leading to the Leys. While pleased with the completed section, the resident expressed concerns about the remaining unfinished portion of the footpath. He inquired when work would commence on this outstanding section, noting particular concern that during wet weather, the uncompleted section may become waterlogged without proper continuation.

The Chair advised the resident that the footpath surfacing work was undertaken by Worcestershire County Council, with no Parish Council involvement. The Chair clarified that Parish Councils are not responsible for Public Rights of Way, which are the statutory responsibility of Worcestershire County Council as the Highway Authority. The Parish Council

has no authority over footpath maintenance, improvements, or planning decisions. The Chair further explained that the Parish Council had been advised previously that permission would need to be sought from landowners for that section of the footpath, but that the Parish Council had not been involved in any meetings regarding this matter. The resident was advised to direct any concerns to Worcestershire County Council or to their County Councillor.

Cllr Askew, who leads the PRoW volunteers, informed the resident that a number of staff at Worcestershire County Council PRoW have left and they are currently very short-staffed, with the remaining team having to cover the whole of Worcestershire.

2. A resident raised concerns about the position of the VAS (Vehicle Activated Sign) on Weston Road, asking if it could be repositioned closer to the junction with the Village Hall to remind motorists to slow down. The Chair clarified that the location of mounting posts for VAS signs is determined by Worcestershire Highways. The Chair advised the resident that they could speak to the County Councillor about this matter when she attended later in the meeting.
 - b) Supporting organisations, - South Worcestershire Policing Team.
None in attendance.
 - c) Worcestershire County Councillor – H Robson (Littletons division) – Report attached. **(Appendix 1 – page 499 - 500)** (Time of arrival 8:15pm – left at 8:30pm) County Cllr Robson's report was noted.
Road Closures in the Parish – Cllr Walsh raised concerns about road closures around Honeybourne where no work appears to be taking place. It was noted that the County Councillor has already raised this matter with Highways on several occasions, requesting that roads be reopened when no work is being carried out.
VAS mounting posts - The Chair also raised the VAS relocation request on Weston Road on behalf of the resident who had spoken during Open Session. The County Councillor noted that there are specific distance requirements for mounting posts from junctions but could not recall the exact distance and would need to check with Highways.
 - d) Wychavon District Cllrs J Ciotti & H Robson. – Report attached. Cllr J Ciotti's report was noted. **(Appendix 2 – page 500)** (Time of arrival 8:15 – left at 8:30pm)
 - e) **Working Groups update.**
PROW & Ditch Clearing - Cllr Askew, PRoW leader, reported that he had cleared three Public Rights of Way on Monday 8th September: Station Road to Westbourne, Weston Road to High Street, and China Corner to Fair Acres. He advised that his group of volunteers would be undertaking clearance work on 21st September on the path from Stratford Road to Beauford End.

25/597 Adoption of minutes

- I. To approve adoption of the minutes of 9th July 2025

Resolved:

- I. That the minutes of the Parish Council meeting 9th July be approved as an accurate record and signed by the Chairman.

25/598 Chairman's report (For information only)

Honeybourne Village Fete – The Chairman was asked to officially open the annual village fete. There was a very good turnout. On behalf of the Council, he thanked the organiser and the volunteers who put together the event. He has asked the Clerk to write to the organiser to thank them for organising the event.

25/599 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) Allotment Gates	Gate post collapse, contractor installed new gates and posts. Gate retainer also fitted to hold gate back when open by handyman.
b) Exposed manhole cover	Exposed manhole cover at Beaufort End reported to Rooftop Housing. Manhole cover replaced.
c) Signage	New fingerpost sign replaced on Stratford Road
d) S.106 monies	Invoice sent to WDC to claim s.106 monies approved by WDC for drainage work completed on Sports Field
e) Memorial Bench	Memorial Bench donated by resident in memory of their family member has been installed at the cemetery. Invoice has been issued for the installation and material to the donor. They are aware it is their responsibility to maintain the bench.
f) Height Restriction Barriers	Taken delivery awaiting for installation.
g) The Leys	Matting has been reinstalled following vandalism.
Resolved: That the report be noted	

25/600 Correspondence & Circulations Received (For information only)

a) Resolution Calling for Government Support of Neighbourhood Planning Funding	Written to local MP and the Secretary of State. Letter sent and two responses received. Both responses confirm government's position that neighbourhood planning support funding will end in 2025, with over £71 million provided since 2013. Government states that communities can continue to prepare neighbourhood plans where they consider it in their best interests. Letter and responses circulated to councillors.
b) West Mercia Police – Speed Check on Weston Road	PC Alex and PC Trowmen conducted speed check and advised zero vehicles were going over 30mph on Weston Road.
c) Thank you note	Resident thanked Council for replacement fingerpost sign.
d) Temporary Road Closure	(C2049 Stratford Road, Honeybourne) (Temporary Closure) Order 2025 Proposed Order: to close that part of C2049 Stratford Rd from its junction with C2274 Mickleton Rd to its junction with C2114 Chapel Rd. Reason: Bridgeworks inspection by Network Rail 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: C2049 Stratford Rd (part), C2114 Chapel Rd, C2114 Front St, C2114 Pebworth Rd, C2006 Buckle St, C2006 Station Rd and vice versa. Maximum duration: 18 Months. Anticipated duration: 1 day Commencing: 28 August 2025 Thomas Pollock Head of Commercial Law (Legal & Governance) County Hall Spetchley Road Worcester
e) West Mercia Police	August Fraud Bulletin - – Economic Crime Unit (Circulated to Councillors)
f) Worcestershire CALC (Circulated to Councillors)	Online Survey on Local Government Re-organisation - Getting your views
Resolved: That correspondence be noted.	

25/601 Governance Arrangements

- To approve updated policies** for Assertion 10 for AGAR 2025/26. All policies have been updated to align with UK GDPR & Data Protection Act 2018, incorporating updated guidance from the ICO and post -Brexit regulatory requirements;

1.1	Freedom of Information Policy
2.1	Publication Scheme

3.1	Subject Access Request Policy
4.1	Document Retention Policy
5.1	Privacy Notice Policy
Resolved: That the five policies (1.1 - 5.1) were approved.	

2. To re-adopt Financial Regulations – Annual re-adoption required. No changes made to existing Financial Regulations

Resolved: To re-adopt the existing Financial Regulations
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25/602 Finance

- a) **August schedule of payments –** August schedule of payments was processed during the August recess under delegated authority given to the Clerk. Schedule of payments circulated to councillors in August during the recess.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
976792985	Direct Debit	British Gas	Pavilion power and heating	58.57	2.92	61.49
V02361420220	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
M003 FF	BACS	British Telecom	Regular charge (1 st July -31 st July 2025	32.95	6.59	39.54
INV 097796700	Direct Debit	Water Plus	Pavilion water	7.99	-	7.99
459204623	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th May - 9 th June 2025	4.25	-	4.25
Clp03937341	BACS	Wychavon District Council	Annual charges for emptying dog bin twice at Grange Farm Drive	97.37	19.47	116.84
Proforma 24295	BACS	Stopem Ltd	Height Restriction barriers 4 numbers	5373.71	1089.74	6538.45
Proforma 185115	BACS	GCL Product Ltd /t/a The Garden Range	Replacement rubber mat for Leys play area	66.66	13.34	80.00
SB20250206	BACS	PKF Littlejohn LPP	External Auditor fee for conclusion of audit 31 st Mar 2025	420.00	84.00	504.00
2025 Wychavon Games	BACS	Wychavon Parish Games Association	Entry fees for 12 events (Angling, Bell boating, Bowls, Crib, Ladies' darts, Men's darts, Five a side, Pétanque, Pool Rounders, Skittles, Senior Table Tennis)	80.00	-	80.00
LCO 01652	BACS	Clear Insurance	Renewal of Annual insurance Premium £1853.74 Insurance Premium tax £222.45 Administration fee £50.00	2126.19	-	2126.19
SIN144090	BACS	Fairview Trading	Handyman work – oil for treatment of bench	11.61	2.32	13.93
SIN143626	BACS	Fairview Trading	Handyman work for installation of bench in cemetery (Slaps and sharp sand) (Cost of material	55.71	11.14	66.85

			will be reimburse by plot holde			
54904	BACS	Hirst Signs Ltd	Replacement finger post sign	89.99	17.99	107.98
3470	BACS	Limebridge Rural Se	Ground maintenance for July	1466.00	293.20	1759.20
3470	BACS	Limebridge Rural Services	Supply 2 new gates, posts and associated materials and installation for allotments	1545.00	309.00	1854.00
July	BACS	J Hyde	Handyman work	185.43	-	185.43
310725	BACS	J Hyde	Labour cost for installation of bench at cemetery(Cost will be reimburse by plot holder	75.00	-	75.00
July	BACS	J Hyde	Lengthsman work	181.90	-	181.90
SI-10417	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
Tax month 5	BACS	Worcestershire Pension	Pension	915.78	-	915.78
Tax month 5*	BACS	Staff salary	Staff salary (including backpay from 1 st April 2025 – August 2025)	2569.32	-	2569.32
Tax month 5	BACS	HMRC	HMRC	1132.11	-	1132.11
	BACS	Linda Stanton	Mileage claim (584.4miles) 29 th May – 27 th July 2025	262.98	-	262.98
61705878	BACS	Lyreco	Stationery	41.30	8.26	49.56
15017	BACS	Budget Waste Management	Skip hire for Christmas event (28 th Nov 2025)	164.17	32.83	197.00
24476	BACS	Equals	Top up pre-paid card	250.00	-	250.00
332445	BACS	Hartwell & Co (Timber) Ltd	Handyman work (gate hooks, washers and posts	22.53	4.50	27.03

Equal pre-paid debit card

Invoice/ Receipt No	Date	Supplier	Description	Net £	Vat £	Gross £
990190	14 th July 2025	Post Office	Recorded delivery letter	5.60	-	5.60
IEN2025039378601	26 th July 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97

Resolved:

7 in favour, 1 abstention to approve the schedule of payments (the abstaining councillor having declared an interest earlier in the meeting)

Note :

*The backpay item (April-August) reflects the agreed pay rise following the Local Government Association. The Staffing Committee has been notified. As this constitutes a contractual obligation, no council approval is required.

b) To approve schedule of payments for September 2025 including any invoices to be paid as a matter of urgency.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
800830353	Direct Debit	British Gas	Pavilion power and heating	60.54	3.02	63.56
V02371912941	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
M003 FF	BACS	British Telecom	Regular charge (1 st Aug -31 st August 2025	32.95	6.59	39.54
INV 097796700	Direct Debit	Water Plus	Pavilion water	8.26	-	8.26
461536965	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th Jun - 9 th July 2025	4.25	-	4.25
Gwp0402080	Direct Debit	Wychavon District Council	Annual garden waste bin - cemetery	54.00	-	54.00
Wrp0402869	BACS	Wychavon District Council	Annual fee for Small lottery license for Christmas raffle	20.00	-	20.00

IN00573940	BACS	Worcestershire County Council	Leys Field, Honeybourne – Rent for 2025/2026	1064.00	-	1064.00
3532	BACS	Limebridge Rural Services	Ground maintenance for August	1466.00	293.20	1759.20
3503	BACS	Limebridge Rural Services	Cutting of wildflower meadow and removal of grass cuttings	1265.00	253.00	1518.00
August	BACS	J Hyde	Handyman work	148.43	-	148.43
August	BACS	J Hyde	Lengthsman work	163.65	-	163.65
SI-10424	BACS	Security 4 Systems	Set up shared drive for Neighbourhood Plan Working Group. (design, proof of concept, build and testing	120.00	-	120.00
SI-10446	BACS	Security 4 Systems	Monthly IT Support	72.00	-	72.00
Tax month 6	BACS	Worcestershire Pension	Pension	814.73	-	814.73
Tax month 6	BACS	Staff salary	Staff salary	2313.43	-	2313.43
Tax month6	BACS	HMRC	HMRC	972.66	-	972.66
INV-9615	BACS	Sharp Alarm & Security Systems	Annual service contract CCTV	100.00	20.00	120.00
BP2048_06A	BACS	Brodie Planning	Review outline planning – W/25/01580/OUT and prepare comments	1118.33	223.67	1342.00
BP2048_07A	BACS	Brodie Planning	Prepare draft letter – APP/H1840/W/25/3369051	740.00	148.00	888.00
22051/23234	BACS	GS Adams Ltd	Streetlight Replacement of photocell – Stratford Road	185.00	37.00	222.00
22091/23013	BACS	GS Adams Ltd	Interim charges for inspecting, testing, cleaning and painting of steel brackets.	660.00	132.00	792.00
Equal pre-paid debit card						
Invoice/ Receipt No	Date	Supplier	Description	Net £	Vat £	Gross £
IEN2025045509315	26 th Aug 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97
Resolved: 7 in favour, 1 abstention to approve the schedule of payments (the abstaining councillor having declared an interest earlier in the meeting)						

c) **July Bank Reconciliation** – July bank reconciliation was circulated to councillors in August during the recess.

Honeybourne Parish Council

31 July 2025 (2025-20)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2025		135,594.30
	Cash in Hand 01/04/2025		70,445.08
	ADD Receipts 01/04/2025 - 31/07/2025		
	SUBTRACT Payments 01/04/2025 - 31/07/2025		206,039.38
	Cash in Hand 31/07/2025 (per Cash Book)		95,721.20
			110,318.18
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Lloyds Business Bank Instant 31/07/2025	100,377.96	
	Lloyds Treasurers Account 31/07/2025	9,808.81	
	Prepaid Debit Card Equals 31/07/2025	131.41	
			110,318.18
	Less unrepresented payments		
			110,318.18
	Plus unrepresented receipts		
B	Adjusted Bank Balance		110,318.18
	A = B Checks out OK		
Resolved: That the July bank reconciliation be approved.			

d) **Asset Register** – To approve updated asset register

Resolved:
That the updated asset register is approved

e) **August Bank Reconciliation** – To approve bank reconciliation.

Honeybourne Parish Council
8 September 2025 (2025-2026)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 08/09/2025		
	Cash in Hand 01/04/2025		135,594.30
	ADD Receipts 01/04/2025 - 08/09/2025		100,832.40
	SUBTRACT Payments 01/04/2025 - 08/09/2025		236,426.70
	Cash in Hand 08/09/2025 (per Cash Book)		108,473.93
			127,952.77
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Lloyds Business Bank Instant 31/08/2025	90,578.38	
	Lloyds Treasurers Account 31/08/2025	38,145.06	
	Prepaid Debit Card Equals 31/08/2025	361.44	
			129,084.88
	Less unrepresented payments		1,132.11
			127,952.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		127,952.77
	A = B Checks out OK		
Resolved: That the August bank reconciliation be approved			

- f) **To note Conclusion of AGAR** (Annual Governance Accountability Review) by external auditors. External auditors PKF Littlejohn LLP completed their limited assurance review with no matters of concerns identified. The audit concluded that information in Section 1 and 2 of the AGAR is in accordance with Proper Practices and all relevant legislation and regulatory requirements have been met.

Resolved:
That the conclusion of the AGAR by external auditors be noted.

- g) To note that the PC insurance has been renewed with Clear Insurers under delegated authority given to the Clerk at the 8th July 2025 meeting.

Resolved:
That the PC insurance has been renewed with Clear Insurers under delegated authority given to the Clerk at the 8th July 2025 meeting.

- h) **NJC Pay agreement for 2025/26** - Council to note NJC Pay agreement for 2025/26 has been agreed. Pay point 28 increased from £19.66 per hour (2024/25) to £20.29 per hour (2025/26),

representing an increase of £0.63 per hour. No Council approval required as this is a contractual obligation. Back pay from April to August 2025 has been processed.

Resolved:

That the NJC Pay agreement for 2025/26 and the processing of back pay from April to August 2025 be noted.

- i) **To note Internal Auditor visit** - Internal Auditor will attend to audit Council accounts for financial year 2025/26 on 8th December 2025. Any councillors wishing to attend the audit should notify the Clerk.

Resolved:

That the Internal Auditor visit on 8th December 2025 be noted.

- j) **Vat reclaim-** Council to note received VAT reclaim for the period 1st April – 30th June 2025, total amount £9686.84

Resolved:

That the VAT reclaim for the period 1st April – 30th June 2025, total amount £9,686.84 be noted.

- k) **To approve the purchase of selection boxes** for Santa to hand out to children for Christmas Event. Cost approximately £250.00.

Resolved:

That the purchase of selection boxes for Santa to hand out to children for Christmas Event at a cost of approximately £250.00 be approved.

- l) **To approve hiring of Alcester Silver Band** at a cost of £150.00 for Christmas Event.

Resolved:

That the hiring of Alcester Silver Band at the cost of £150.00 for the Christmas Event be approved.

- m) **To approve printing of promotional leaflets for Christmas Event** at the cost of approximately £50.00.

Resolved:

That the printing of promotional leaflets for Christmas Event at the cost of approximately £50.00 be approved.

- n) **Grant application** - To consider grant application from Honeybourne Village Hall.
Cllr Jobs left the meeting at 7:40pm prior to Council debate and vote on the grant application, having made a declaration of interest earlier in the meeting.

Resolved:

That the grant application from Honeybourne Village Hall be approved.

Following the conclusion of voting at 7:45pm, Cllr Jobs rejoined the meeting.

25/603 Committee & Working Groups reports

To receive minutes of meetings from Committees and working groups held since the last Council meeting (if any)

- I. To note minutes of the Neighbourhood Plan Steering Group meeting 5th August 2025.

Resolved:

That the minutes of the Neighbourhood Plan Steering Group meeting 5th August 2025 be noted.

25/604 Environment & Community Wellbeing

- a) **To approve Terms of Reference for Neighbourhood Plan Steering Group-** Terms of Reference previously circulated to all councillors.

Resolved:

That the Terms of Reference for Neighbourhood Plan Steering Group be approved.

- b) **To approve membership of Neighbourhood Plan Steering Group.** – Chair Cllr Heath Jobes, Members: Cllrs T Askew, S Sidwell, S Walsh, Mr Stuart Nimmo, Mrs Melanie Bent, Mr Martin Clark, Mrs J Mellor, Mr I Mellor and Mrs Wendy Pickler.

Resolved:

That the membership of Neighbourhood Plan Steering Group be approved: Chair: Cllr Heath Jobes. Members: Cllr T Askew, Cllr Sandra Walsh, Cllr Stephen Sidwell, Mr Stuart Nimmo, Mrs Melanie Bent, Mr Martin Clark, Mrs J Mellor, Mr I Mellor and Mrs Wendy Pickler.

- c) **To approve "Sponsor A Light" event for Christmas celebration** - Residents can sponsor a Christmas tree light in memory of a loved one. Donor names will be published on a list and displayed at the tree. All proceeds to go towards funding the Parish Council Christmas event.

Resolved:

That the "Sponsor A Light" event for Christmas celebration be approved.

- d) **To approve Christmas Event raffle** - Proceeds from the raffle will go towards funding of the Christmas event. Council to approve the raffle and the printing of raffle tickets.

Resolved:

That the Christmas Event raffle be approved, including the printing of raffle tickets.

- e) **To approve Village Hall to run pop-up bar at Christmas Event** - Village Hall to provide hot drinks, soft drinks and alcohol. Revenue from drinks sales will go towards the Village Hall.

Resolved:

That the Village Hall be approved to run a pop-up bar at the Christmas Event.

- f) **To approve Food Genie to provide food for Christmas Event** - Council to approve Food Genie as the food provider for the Christmas evening event.

Resolved:

That Food Genie be approved as the food provider for the Christmas Event.

- g) **To approve VIP guest to switch on Christmas lights** - Council to approve VIP guest to switch on the Christmas lights. Suggestions: Local MP Nigel Huddleston (previous year's VIP) or Chair of Wychavon District Council, or other suggestions from Council members.

Resolved:

That Council explore options for a local VIP guest to switch on the Christmas lights.

- h) **To note update on Railway Station bridge proposal** - Update received from Wychavon Deputy Chief Executive & S151 Officer. Level crossing option assessed as too high risk due to potential abortive costs (minimum £3.2m for Integrated Miniature Stop Light crossing) and ongoing safety concerns from Office of Rail and Road. Alternative bridge option now being explored across the track to enable safe access from new car park to platform. Sponsor instruction agreed with Network Rail, awaiting cost estimate. GWR being contacted regarding application for dispensation from DfT for passive provision for lifts on bridge.

Resolved:

That the update on Railway Station bridge proposal be noted.

Charging at Honeybourne Railway Station Car park - The Chair advised Council that he wrote to GWR train operator regarding charging for the car park in Honeybourne on 1st September. The Clerk will circulate the Chair's letter and GWR's response.

- i) **To approve variation to Honeybourne Hawks Football Club licence** - Club has requested to change training day from Thursday 17:30-20:00 hours to Wednesday 18:30-20:45 hours. Clerk advised club of approval subject to Council ratification. Council to formally approve variation to licence terms for season 6th September 2025 – 21st May 2026.

Cllr Attridge left the meeting at 8:00 pm prior to Council debate and vote on the licence variation, having made a declaration of interest earlier in the meeting.

Resolved:

That the variation to Honeybourne Hawks Football Club licence be approved, changing training day from Thursday 17:30-20:00 hours to Wednesday 18:30-20:45 hours for season 6th September 2025 – 21st May 2026.

Following the conclusion of voting at 8:05pm, Cllr Attridge rejoined the meeting.

- j) **West Mercia Police and Crime Commissioner survey** - Police and Crime Commissioner has launched a survey seeking feedback on local policing, police visibility, accessibility and engagement following the publication of the refreshed Local Policing Charter in March 2025. Council to complete survey collectively during meeting to provide feedback on policing in the local area and identify improvements needed. Results will inform discussions between the Police and Crime Commissioner and Chief Constable on local policing priorities.

Council completed the West Mercia Police and Crime Commissioner survey during the meeting.

Resolved:

That the Clerk submit the completed survey on behalf of the Council.

25/605

- a) Members to respond to planning applications.

WDC Ref	Site Address	Proposal
i) W/25/01302/FUL	Land Adjacent to St Ecgwins Church, Stratford Road, Honeybourne	Proposed residential development (2no dwellings), to include formation of car park for St Ecgwin's Church, pedestrian improvements to access road, and biodiversity / landscape improvements, and other auxiliary works.
Resolved: That the Parish Council comments of "No Objection" be ratified.		
ii) W/25/01580/OUT	Land At (Os 1103 4392), Bretforton Road, Honeybourne	Outline planning application for the erection of up to 24 dwellings with detailed access and all other matters reserved (appearance, landscaping, layout and scale)
Resolved: That the Parish Council agrees with the planning consultant's comments objecting to the application. The objection is based on the previous refusal of full application W/24/01690/FUL for the same site, which was refused on three grounds: 1) Design issues contrary to village character, 2) Unacceptable harm to heritage assets including the Conservation Area, and 3) Lack of S106 Legal Agreement. While this outline application defers design details, the heritage harm concerns remain as the Conservation Officer identified that the proposal would fail to preserve the setting of the Honeybourne Conservation Area and other heritage assets through its location and context. The principle of development conflicts with South Worcestershire Development Plan policies SWDP1, SWDP6, SWDP21 and SWDP24, Policies H4 and H5 of the Honeybourne Neighbourhood Plan, with NPPF paragraph 11(D)(i) providing strong reason for refusal due to harm to heritage assets. Planning consultant letter attached (Appendix 3 pages 501 - 502)		
iii) W/25/01664/HP	62 Stratford Road, Honeybourne, Evesham, WR11 7PP	Single storey flat roofed rear extension.
Resolved: That the Parish Council has no objection to the application.		
iv) W/25/01684/HP	33 School Street, Honeybourne, Evesham, WR11 7PL	single storey side and rear extension
Resolved:		

That the Parish Council has no objection to the application.		
v) W/25/01730/HP	Blenheim Hall, Buckle Street, Honeybourne, EVESHAM, WR11 8QQ	Erection of domestic storage building and associated hardstanding (retrospective)
Resolved: That the Parish Council has no objection to the application.		
vi) W/25/01802/RM	Corner Farm, School Street, Honeybourne, Evesham, WR11 7PL	Reserved Matters application for access, appearance, landscaping, layout and scale following outline approval 20/02370/OUT (Appeal Reference APP/H1840/W/21/3275584) for 4 detached dwellings with garage (Plots 3 and 4) and carport (plots 1 and 2).
Resolved: That the Parish Council request the planning consultant to provide comments on behalf of the Parish Council regarding the proposed development, particularly regarding access arrangements which appear very tight for the proposed development. The consultant to review the Reserved Matters details and assess whether the proposed access, appearance, landscaping, layout and scale are appropriate and deliverable given the site constraints, including review of the original outline approval 20/02370/OUT.		

b) Planning Decisions received.

There were no planning decisions

c) Notification of planning appeal

Planning Inspectorate ref	Site Address	Proposal
APP/H1840/W/25/3369051	Land At (Os 1103 4392) Bretforton Road Honeybourne	Full planning permission for a residential development of 24 dwellings with associated landscaping, open space, parking, and access.

All representations must be received to the Planning Inspectorate by 17 September 2025.

Resolved: That the Parish Council reviewed the comments provided by the planning consultant and agrees with the comments objecting to the appeal. The objection supports the original three refusal reasons: 1) Design issues - the proposal represents an unacceptable and incongruous form of development with haphazard mix of materials (render and red brick combinations, inconsistent roof designs and fenestration) inconsistent with the village's cohesive aesthetic of predominantly single-material dwellings, harming the established settlement pattern; 2) Heritage harm - unacceptable harm to the setting of heritage assets including the Honeybourne Conservation Area through location, context and poor design, with the Conservation Officer confirming the proposal would fail to preserve heritage assets even after amendments and Planning Committee members expressing concern about permanent damage to the area; 3) Lack of S106 legal agreement to secure affordable housing, education, healthcare, highway and sports contributions. The objection emphasizes that heritage harm provides strong reason for dismissing the appeal under NPPF paragraph 11, and requests that the Planning Inspector dismiss the appeal as contrary to development plan policies and Neighbourhood Plan policies H4 and H5. Planning consultant letter attached (Appendix 4 pages 503 - 505)

25/606 Members are reminded to notify the Clerk of any items for discussion for the next meeting by 24th September 2025.

25/607 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.

Resolved:

To exclude the public and press from the meeting to allow discussion of confidential matters relating to: i) Staffing matters ii) Village Hall lease.

Members of the public left the meeting at 8:40pm. No press were present.

The Clerk left the meeting at 8:40 pm during discussion of staffing matters and returned at 9:00 pm following conclusion of that item.

25/608 Date and venue of the next Parish Council meeting – 14th October 2025, 7:15pm at the Village Hall

The meeting concluded at 9:30pm

Signed:
Chairman, Honeybourne Parish Council

Date:
14th October 2025

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

Appendix 1 – 25/596 (c)

County Councillor report

Worcestershire on Demand (WoD)

This demand response transport network has been launched in Wychavon by Worcestershire County council at the start of August, you can book journeys to destinations such as parks, connections to other bus services or to rail stations. There has been good uptake of this so far, with people visiting Pebworth from South Littleton, Broadway from Honeybourne, Middle Littleton to Honeybourne train station to name a few I have discussed with people. Throughout August the service was free to use and this has now been extended to the whole of September, then it reverts to £2.50 per adult, concessionary bus passes accepted after 9:30am. To book up to 5 days in advance you can either download an app or ring to book your journey.

The best way to book a journey is through the app which can be downloaded through Google Play or the Apple App store. Click on the images below to visit the websites. Search for 'Worcestershire on Demand'



Booking through this app will provide live updates through messages giving the vehicle arrival time, the registration number of the vehicle and you can track the vehicle location and the registration of the vehicle giving accurate information to plan journeys.

If a passenger doesn't have access to the app, bookings can be made via the telephone however, live information can't be given if bookings are made by phone.

Local Government Reorganisation

Final submission is to be made, by all the Worcestershire councils by, 26th November. This last week has seen 4 of the Councils vote in favour of a two unitary option, with a north and south unitary authority, this also aligns with the results from the engagement exercise, where the public wanted two unitary authorities. Worcester County Council and Redditch borough council have yet to vote, Wyre Forest has voted for one unitary. Once these are in, then a plan will be produced, resolved by all current councils, and submitted to central government.

Rights of Way Improvement Plan (ROWIP)

This is currently out for consultation from the County Council. There are two surveys, one for the parish council to respond too and one for the public.

<https://www.worcestershire.gov.uk/council-services/environment/countryside-and-leisure/public-rights-way/rights-way-improvement-plan-rowip-engagement-exercise>

I urge everyone to fill this in, it is an opportunity to help shape the way forward for rights of way, do you know of paths that end in the middle of nowhere? Could they linked up to another path? Is there a path that is well used and needs some improvement works, are there paths that you can't use? Let the County Council know now.

Closing date for responses 26/10/25

Local Cycling and Walking Improvement Plan (LCWIP)

Another consultation running from the county about this plan, it is aimed more at towns than villages, but please take a look as there is opportunities to request connections out of towns. Closing date for responses is 31/10/25

Local Nature Recovery Strategy

Final consultation that is being carried out by the county council. This is one that we can make good responses too. Its seeking to find the most effective actions that can be taken to help improve and enhance the natural environment.

The closing date for response on this is 26/9/25

Roads and Gullies clearance, its that time of year where we need to be checking to make sure they are clear and get them reported if they are not. Get your lengthsman to clear grips and verges

Some of the Items I have had correspondence and follow ups on:

- Speeding concerns,
- Stratford Road Honeybourne
- Blackminster around the level crossing
- New Street, Bretforton
- High Street, Honeybourne
- Gully patching, Bretforton
- Shinehill Lane, South Littleton, Road closure timings
- Zebra Crossing surface, Honeybourne
- Pre planning consultation, Stratford Road, Honeybourne
- Funding requests and signposting to other organisations when can
- 15 meetings including full council for both councils, Wychavon Planning committee, Health Overview and Scrutiny committee, Environment Overview and Scrutiny, plus attendance at Honeybourne Village Fete, South Littleton's annual BBQ, Offenham MUGA event,

Appendix 2 – 25/596(d)

District Councillors Report

Local Government Re-Organisation work continued over the summer with results of consultations confirming that 2 unitaries (North and South) is the most popular choice from public engagement and staff surveys in Wychavon. Voting happens in the 6 District Councils across the county and WCC at the beginning of September.

Station Car Parks: car parking charges are to be introduced at Pershore and Honeybourne rail stations. Jayne Pickering Deputy Chief Executive reports 'we are exploring options for the footbridge with Network Rail'.

Demand Response Travel: In August Worcestershire On Demand was launched in a large area of Wychavon south of Droitwich including our ward. This is very pleasing as we were part of the pilot project and it has borne fruit. The WoD app can be downloaded to find out more and to start using the service - it's also possible to book by phone. I am assured that information will be coming to you directly soon.

Weed reporting: despite the hot dry weather weeds have been thriving. As the result of comments and complaints from the public we can now report problem areas to Wychavon. Weed Reporting Form - Wychavon District Council

Public consultations: there are opportunities to give your views on Local Cycling and Walking plans, PROW improvement survey, Locations for Electric vehicle On Street charge points for residents without driveways and the Local Nature Recovery Strategy (LNRS) via Worcestershire County Council.

Appendix 3 – 25/605 (a) (ii) – W/25/01580/OUT

**RE: Application W/25/01580/OUT Land At (Os 1103 4392), Bretforton Road, Honeybourne:
Outline planning application for the erection of up to 24 dwellings with detailed access with all
other matters reserved (including appearance, landscaping, layout and scale) Land At (Os
1103 4392), Bretforton Road, Honeybourne**

Dear (name removed to be compliance with GDPR)

I have been instructed on behalf of Honeybourne Parish Council (HPC) to review the above referenced application and consider if HPC should submit any representation in connection with the proposed development.

Having reviewed the submission documents for this application along with the details of the previously refused application 24/01690/FUL, we are of the opinion that HPC have grounds to object to the current application.

Refusal of 24/01690/FUL

Wychavon District Council Planning Committee refused 24/01690/FUL on three grounds, those being 1) Design, 2) Impact on Heritage Assets and 3) Lack of a Signed S106 Legal Agreement (a technical refusal reason):

1. The proposal by virtue of its design, with particular regard to scale, materials and design detailing represents an unacceptable and incongruous form of development which would harm the setting and established settlement pattern of Honeybourne contrary to South Worcestershire Development Plan policies SWDP1, SWDP2 (Criterion F), SWDP6, SWDP21, SWDP24, and SWDP25, Policies 4 and 5 of the Honeybourne Neighbourhood Plan and the relevant aims and objectives of the National Planning Policy Framework.
2. The proposal represents unacceptable harm to the setting of heritage assets through its location, context and poor design contrary to South Worcestershire Development Plan policies SWDP1, SWDP6, SWDP21, and SWDP24, Policies H4 and H5 of the Honeybourne Neighbourhood Plan, and the relevant aims and objectives of the National Planning Policy Framework.
3. In the absence of a signed Section 106 legal agreement no arrangements are in place to secure the required provision of affordable housing; education contributions; public open space; primary healthcare contributions; highway contributions towards community and school transport and contributions towards formal sports and leisure. As such, the proposed development does not meet the objectives of sustainable development and cannot be delivered with acceptable impacts on the community. Therefore, the proposed development is contrary to Policies SWDP1, SWDP4, SWDP5, SWDP7, SWDP15 and SWDP39 of the South Worcestershire Development Plan and Policy H2 of the Honeybourne Neighbourhood Plan.

W/25/01580/OUT- Current Outline Application

The current application is submitted in outline and is it understood from the application form that all matters are reserved except for access. Matters of design and appearance, landscaping, layout and scale are reserved for consideration later, should the outline application be granted. The application therefore defers the detail of refusal reason 1 to a later date and seeks to establish a 'general in principle outline consent for the erection of 24 dwellings' at the site. Refusal reason 3 deals with the lack of a S106 being agreed between the council and the applicant, this is a technical refusal reason, and should this outline application be refused this refusal reason should be retained.

W/24/01690/FUL Refusal Reason 2 – Heritage Assets

During the detailed consideration of application W/24/01690/FUL heritage considerations formed a key matter. Both the Councils Conservation Officer (CO) and the Members of the Planning Committee (MPC) raised concerns which are set out in refusal reason 2.

The CO sets out concerns to the application as originally submitted and again provided an objection to the revised plans and details submitted by the applicant which had sought to deal with the CO original concerns. The CO comments form part of the associated documents of the refused application and are not duplicated here, however HPC places emphasis on the comments of the CO in response to the revised and additional details submitted:

‘I would like to thank the agent for providing additional comments. However, the concerns expressed over the application in previous built heritage comments are still considered pertinent. I conclude that from a built heritage perspective the proposal would fail to preserve the setting of the Honeybourne Conservation Area and other designated heritage assets as previously outlined. As such it would fail to accord with the conservation aims of policies SWDP6 and SWDP24 of the South Worcestershire Development Plan 2016 (SWDP). It would also conflict with SWDP25 of the same plan which seeks to ensure that proposals are appropriate in their relationship to their surroundings and landscape setting. Conflict would also occur with the National Planning Policy Framework including chapters 12 and 16 and guidance contained within the adopted South Worcestershire Design Guide SPD (2018)’

The Planning Committee considered the application at their meeting on the 24th April 2025. The minutes of the meeting (available on the Councils Web site) include the following comments:

‘Councillor Robson urged the Members to seriously consider the heritage impacts along with her other concerns, including the loss of agricultural land. She added that to contradict the Honeybourne Neighbourhood Plan would not be democratic.’

‘Councillor E J Kearsey remarked that it was rare for a Conservation Officer to not support an application after amendments. She was concerned for the permanent damage to the area. Having considered a conservation plan at the beginning of the meeting, she wondered what was the point of doing that, if such plans were to be ignored. Councillor Kearsey added that the design seemed to be in complete contrast to H4 and H5 of the Neighbourhood Development Plan.’

The Planning Committee resolved: ‘That this application be refused as being contrary to H4 and H5 of the Neighbourhood Development Plan and SWDP 6, 21, 24 and 25 and the technical reason of not having completed a section 106 agreement to secure the contributions.’

NPPF – Paragraph 11 Presumption in Favour of Sustainable Development and Harm to Historic Assets

The Council cannot current demonstrate a 5-year supply of housing, the implication of which triggers the NPPF presumption in favour of sustainable development. Paragraph 11 D of the NPPF is relevant: ‘where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date (footnote 8 includes lack of 5 year supply), granting permission unless: i. the application of policies in this Framework that protect areas or assets of particular importance (footnote 7) provides a strong reason for refusing the development proposed.

Footnote 7 sets that: ‘The policies referred to are those in this Framework (rather than those in development plans) relating to; designated heritage assets (and other heritage assets)’

Harm to nearby Historical Assets is clearly identified through the CO comments and the considerations of the Planning Committee of application W/24/01690/FUL. Refusal reason 2 specifically sets that the proposal represents unacceptable harm to the setting of heritage assets through its location and context. The principle the current application therefore conflicts with Policies SWDP1, SWDP6, SWDP21 and SWDP24 and paragraph 11 at (D) and (i) that the application of policies in the NPPF that protects areas or assets of particular importance and provides a strong reason for refusing the development proposed in the current outline application.

HPC therefore objects to the application based on the significant implications established by refusal reason 2 of application W24/01690/FUL. It therefore follows that this outline application should also be refused on the same grounds, that being the principle being not acceptable due to the identified harm to the setting of heritage assets through its location, context.

Yours sincerely,

PC's Planning Consultant

Appendix 4 – 25/605 (b) -APP/H1840/W/25/3369051

Honeybourne Parish Council Comments on Appeal APP/H1840/W/25/3369051 (W/24/01690/FUL). Full planning permission for a residential development of 24 dwellings with associated landscaping, open space, parking, and access on land at Bretforton Road Honeybourne.

Dear Planning Inspectorate,

We write in respect of the notification of appeal dated 13th August 2025 for appeal reference APP/H1840/W/25/3369051 (W/24/01690/FUL). Honeybourne Parish Council wish to confirm that the Parish Council are against the appeal proposal for the reasons set out in the refusal reasons issued by the Planning Committee of Wychavon District Council in addition to the concerns set out below.

Background

Brodie Planning Associates have been instructed on behalf of Honeybourne Parish Council (HPC) to set out HPC concerns on the appeal submitted.

The application was refused by the Planning Committee of Wychavon District Council at their meeting on the 24th April 2025. The decision notice included the following refusal reasons:

1. The proposal by virtue of its design, with particular regard to scale, materials and design detailing represents an unacceptable and incongruous form of development which would harm the setting and established settlement pattern of Honeybourne contrary to South Worcestershire Development Plan policies SWDP1, SWDP2 (Criterion F), SWDP6, SWDP21, SWDP24, and SWDP25, Policies 4 and 5 of the Honeybourne Neighbourhood Plan and the relevant aims and objectives of the National Planning Policy Framework.
2. The proposal represents unacceptable harm to the setting of heritage assets through its location, context and poor design contrary to South Worcestershire Development Plan policies SWDP1, SWDP6, SWDP21, and SWDP24, Policies H4 and H5 of the Honeybourne Neighbourhood Plan, and the relevant aims and objectives of the National Planning Policy Framework.
3. In the absence of a signed Section 106 legal agreement no arrangements are in place to secure the required provision of affordable housing; education contributions; public open space; primary healthcare contributions; highway contributions towards community and school transport and contributions towards formal sports and leisure. As such, the proposed development does not meet the objectives of sustainable development and cannot be delivered with acceptable impacts on the community. Therefore, the proposed development is contrary to Policies SWDP1, SWDP4, SWDP5, SWDP7, SWDP15 and SWDP39 of the South Worcestershire Development Plan and Policy H2 of the Honeybourne Neighbourhood Plan.

Planning Policy Context

In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990 the starting point for decision making is the 'development plan'. The determination of planning applications must be made in accordance with the development plan unless material considerations indicate otherwise.

The Development Plan

South Worcestershire Development Plan, adopted in February 2016. Relevant Policies:

- SWDP 1 (Overarching Sustainable Development Principles)
- SWDP 2 (Development Strategy and Settlement Hierarchy) (Criterion F)
- SWDP 6 (Historic Environment)
- SWDP 21 (Design)

- SWDP 24 (Management of the Historic Environment)
- SWDP 25 (Landscape Character)

Honeybourne Neighbourhood Plan, adopted in April 2020. Relevant Policies:

- Policy H4 (General Design Principles)
- Policy H5 (Design Policy for New Builds)

The National Planning Policy Framework (NPPF). The revised NPPF came into effect in December 2024 and sets out the Government's policies on many different aspects of planning. Local planning authorities must take the NPPF into account as a material consideration in decision making.

Refusal Reason 1:

There is a strong core of materials in Honeybourne, with the use of render and red brick, with clay roof tiles. Most dwellings (and groups of dwellings) are finished in one material. The proposed elevations incorporate a haphazard mix of materials with some of the proposed dwellings being finished in both render and red brick which appears sporadic and inconsistent with our village's cohesive aesthetic. The proposed roof designs include gables, hipped gables and pyramid gables, along with mini gable details which lack any consistency with the established and more traditional village appearance of the nearest residential properties and wider village context. There is also a range of roof tiles and colours proposed, as well as fenestration size and proportions that do not reflect local vernacular. This scheme, in its current form, demonstrates a clear lack of consideration for the existing character of our village.

The proposal therefore by virtue of its design, with particular regard to scale, materials and design detailing represents an unacceptable and incongruous form of development which would harm the setting and established settlement pattern of Honeybourne contrary to South Worcestershire Development Plan policies SWDP1, SWDP2 (Criterion F), SWDP6, SWDP21, SWDP24, and SWDP25, Policies 4 and 5 of the Honeybourne Neighbourhood Plan and the relevant aims and objectives of the National Planning Policy Framework.

Refusal Reason 2:

During the detailed consideration of application W/24/01690/FUL heritage considerations formed a key matter. Both the Councils Conservation Officer (CO) and the Members of the Planning Committee raised concerns which are set out in refusal reason 2.

The CO sets out concerns to the application as originally submitted and again provided an objection to the revised plans and details submitted by the applicant in seeking to deal with the CO original concerns. The CO comments form part of the associated documents of the application and are not duplicated here, however HPC places emphasis on the comments of the CO in response to the revised and additional details submitted:

'I would like to thank the agent for providing additional comments. However, the concerns expressed over the application in previous built heritage comments are still considered pertinent. I conclude that from a built heritage perspective the proposal would fail to preserve the setting of the Honeybourne Conservation Area and other designated heritage assets as previously outlined. As such it would fail to accord with the conservation aims of policies SWDP6 and SWDP24 of the South Worcestershire Development Plan 2016 (SWDP). It would also conflict with SWDP25 of the same plan which seeks to ensure that proposals are appropriate in their relationship to their surroundings and landscape setting. Conflict would also occur with the National Planning Policy Framework including chapters 12 and 16 and guidance contained within the adopted South Worcestershire Design Guide SPD (2018).'

The Planning Committee considered the application at their meeting on the 24th April 2025. The minutes of the meeting (available on the Councils Web site) include the following comments:

'Councillor Robson urged the Members to seriously consider the heritage impacts along with her other concerns, including the loss of agricultural land. She added that to contradict the Honeybourne Neighbourhood Plan would not be democratic.'

'Councillor E J Kearsey remarked that it was rare for a Conservation Officer to not support an application after amendments. She was concerned for the permanent damage to the area. Having considered a conservation plan at the beginning of the meeting, she wondered what was the point of doing that, if such plans were to be ignored. Councillor Kearsey added that the design seemed to be in complete contrast to H4 and H5 of the Neighbourhood Development Plan.'

The Planning Committee resolved: 'That this application be refused as being contrary to H4 and H5 of the Neighbourhood Development Plan and SWDP 6, 21, 24 and 25 and the technical reason of not having completed a section 106 agreement to secure the contributions.'

The Council cannot currently demonstrate a 5-year supply of housing, the implication of which triggers the NPPF presumption in favour of sustainable development. Paragraph 11 D of the NPPF is relevant: 'where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date (footnote 8 includes lack of 5 year supply), granting permission unless: i. the application of policies in this Framework that protect areas or assets of particular importance (footnote 7) provides a strong reason for refusing the development proposed.

Footnote 7 sets that: 'The policies referred to are those in this Framework (rather than those in development plans) relating to; designated heritage assets (and other heritage assets)'

Harm to nearby Historical Assets is clearly identified through the CO comments and the considerations of the Planning Committee. Refusal reason 2 sets that the proposal represents unacceptable harm to the setting of heritage assets through its location and context. The principle of the appeal proposal therefore conflicts with Policies SWDP1, SWDP6, SWDP21 and SWDP24 and paragraph 11 at (D) and (i) that the application of policies in the NPPF that protects areas or assets of particular importance and provides a strong reason for dismissing the appeal on the harmful impact to the unacceptable harm to the setting of heritage assets through its location and context.

Refusal Reason 3:

HPC are not involved in S106 discussions. HPC understand that this is a technical refusal reason included as refusal which will require the need to identify and deliver the necessary contributions (which would include, community, affordable housing, education, health, sports and other necessary contributions in conjunction with Community Infrastructure Levy requirements). HPC would endorse the need to have an agreed S106 and part of the appeal process.

Summary

Considering the above, the appeal proposal is contrary to the development plan policies and the National Planning Policy Framework which includes policies SWDP1, SWDP2, SWDP6, SWDP21, SWDP24 and SWDP25 along with Policies H4 and H5 of the Honeybourne Neighbourhood Plan.

The Inspector is respectfully requested to dismiss the appeal.

Yours sincerely

Senior Planning Consultant

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 30/09/2025		
	Cash in Hand 01/04/2025		135,594.30
	ADD Receipts 01/04/2025 - 30/09/2025		152,050.19
	SUBTRACT Payments 01/04/2025 - 30/09/2025		287,644.49
	Cash in Hand 30/09/2025 (per Cash Book)		120,694.02
B			166,950.47
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Lloyds Business Bank Instant 30/09/2025	161,602.52	
	Lloyds Treasurers Account 30/09/2025	5,015.58	
B	Prepaid Debit Card Equals 30/09/2025	332.37	
			166,950.47
	Less unrepresented payments		
			166,950.47
	Plus unrepresented receipts		
B	Adjusted Bank Balance		166,950.47
	A = B Checks out OK		

Honeybourne Parish Council

Budget 2025-2026

Receipts April - September

Title		2025-26	Apr - Sept		2024-2025	
Code	Receipts	Budget	Actual	Comments	TOTAL	Variance
83	Allotments Annual rents	£800.00	£800.00		£800.00	£0.00
54	Allotment Membership	£150.00	£315.00	Collected on behalf of HAGA	£315.00	£165.00
52	Cemetery Fee	£1,500.00	£1,660.00		£1,660.00	£160.00
21	Interest (Lloyds)	£0.00	£483.11		£483.11	£483.11
20	Other Income	£0.00	£0.00		£0.00	£0.00
22	Precept	£0.00	£96,177.00		£96,177.00	£96,177.00
53	Precept Grant	£0.00	£5,473.00		£5,473.00	£5,473.00
81	Pre-paid debit card	£0.00	£0.00		£0.00	£0.00
19	VAT Reclaim	£0.00	£13,120.11		£13,120.11	£13,120.11
36	Handyman work	£0.00	£131.55	Installation of memorial bench for parishioner in cemetery	£131.55	£131.55
67	Grass cutting contributions	£1,419.97	1448.37	Annual grass cutting fee from WCC	£1,448.37	£28.40
	SUB TOTAL	3,869.97	119,608.14		£119,608.14	115,738.17

Comparison Budget to Actual Figures (April - Sept)

Code	Title	2025-26	Apr - Sept		Comments
Administration		Budget	Actual	Balance	
10	Staff and Cllr Expenses	2,000.00	867.42	1,132.58	
11	Website	300.00	0.00	300.00	
25	Office Running cost	3,000.00	1,646.64	1,353.36	
27	Subscriptions	2,800.00	1,950.69	849.31	
28	Staff cost	49,000.00	24,449.16	24,550.84	
31	Legal & Professional	9,000.00	7,930.00	1,070.00	Transfer £3,000 from General Fund to cover over spend following Council approval on 8th July 2025. Budget £6000. (Overspend was due to unexpected spend for hire of enforcement officers to remove illegal encampment at the Sports Field in May 2025
33	Audit Fee	950.00	724.70	225.30	
40	Insurance	2,000.00	2,126.19	-126.19	
43	Training & Development	800.00	275.00	525.00	
47	IT Support and Licences	2,100.00	571.99	1,528.01	
59	HPC Grant	4,200.00	1,500.00	2,700.00	
	SUB TOTAL	76,150.00	42,041.79	34,108.21	
Allotments		Budget	Actual	Balance	Comments
54	Allotment Membership	315.00	315.00	0.00	collected on behalf of HAGA.
42	Utilities	200.00	0.00	200.00	
	SUB TOTAL	515.00	315.00	200.00	
Amenity Maintenance		Budget	Actual	Balance	Comments
9	Grounds Maintainance contract	18,000.00	9,349.50	8,650.50	
36	Handyman works	4,200.00	1,584.92	2,615.08	
	SUB TOTAL	22,200.00	10,934.42	11,265.58	
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	433.19	566.81	
	SUB TOTAL	1,000.00	433.19	566.81	
Street Lights		Budget	Actual	Balance	Comments
14	Unmetered footway lighting SSE	4,000.00	2,415.24	1,584.76	
	SUB TOTAL	4,000.00	2,415.24	1,584.76	
The Leys Playing Field		Budget	Actual	Balance	Comments
57	Leys Playing Field Rent	1,200.00	1,064.00	136.00	
	SUB TOTAL	1,200.00	1,064.00	136.00	

Honeybourne Parish Council

EARMARKED RESERVES- 2025-2026

Code	Title	Opening Balance 2025/206	Spend April- Sept 2025	Receipt April - Sept 2025	Balance	Comments
Administration						
76	Elections	£1,500.00	£0.00	£0.00	1,500.00	
46	Miscellaneous	£1,500.00	£644.81	£0.00	855.19	Donation to CAB, Defib Pads, Refreshments for Litter Picking volunteers, post diggers, parish games fee
	SUB TOTAL	£3,000.00	£644.81	£0.00	2,355.19	
Cemetery						Comments
23	Maintainance	500.00	£54.00	£0.00	£446.00	
58	Gravedigging fee	1500.00	£800.00	£800.00	£1,500.00	
80	Churchyard maintainance	2500.00	£0.00	£0.00	£2,500.00	
	SUB TOTAL	£4,500.00	£854.00	£800.00	£4,446.00	
Environment						Comments
38	Other Environs	2,000.00	£1,699.49	£0.00	£300.51	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	£1,003.20	£1,248.20	£2,745.00	Parish Council pays lengthsman costs upfront and recovers full amount from Worcestershire County Council upon invoice submission. All reimbursement received from WCC
	SUB TOTAL	£4,900.00	£2,702.69	£1,248.20	£3,445.51	
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
79	Pavilion Equipment	4,309.24	£342.73	£0.00	£3,966.51	
72	Rec Field Maintainance	5,570.00	£485.83	£0.00	£5,084.17	
62	CCTV	400.00	£100.00	£0.00	£300.00	Annual servicing of CCTV
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	£35,279.24	£32,648.56		£2,630.68	
Street Lights						Comments
17	Streetlamp maintainance	£3,500.00	£1,186.00	£0.00	£2,314.00	
	SUB TOTAL	£3,500.00			£2,314.00	
The Leys Playing Field						Comments
34	Maintainance	£3,000.00	£1,331.67	£0.00	£1,668.33	
39	Equipment	£3,000.00	£99.70	£0.00	£2,900.30	
	SUB TOTAL	£6,000.00	£1,431.37	£0.00	£4,568.63	
CIL & s.106						
56	CIL	6,362.44	£5,448.71	£1,318.85	£2,232.58	Council approved at 8th July meeting to use balance of CIL for the purchase of height restriction barriers and installation.
63	s.106	183.24	£0.00	£0.00	£183.24	
	SUB TOTAL	6,545.68	£5,448.71	£1,318.85	2,415.82	

Task / Activity or Environment	Hazards are present or maybe generated	Who is affected or exposed to hazards	Degree of injury that can be reasonably expected	What precautions are already in place (Existing controls)	Likelihood / probability of an accident occurring	What is the risk rating
Vehicle movement on site	Vehicles moving on, off and around the site and their interactions with pedestrians.	All visitors	Fatal / major injury	Car park will be closed to vehicular traffic.	Low (unlikely)	Low
Visitor control	Visitors having free rein to wander around the car park and village hall	All visitors	Minor	Car park will be closed to vehicular traffic. Parish Council will monitor areas that are open for the event. Children should be supervised by accompanying parents/carers	Medium	Low
Escape in case of emergency	Visitors getting trapped on site	All visitors	Fatal / major injury	Fire alarm tested and working. Fire doors will be unlocked. Main entrance to hall will remain unlocked. Emergency lighting tested and working. Fire assembly point is Village Hall carpark	Low	Medium
Terror attack		All visitors	Fatal / major injury	Information sheets on the course of action to be taken will be placed on the notice board and circulated to all Parish Councillors.	Low	Low
Minimising risk of accidents		All visitors	Serious	All areas will have been tidied up before the events begin. Electric wires and connections required for the switch on will have been professionally installed and tested. Any drinks spillages on smooth surfaces will be cleaned up immediately. For any serious injury an ambulance / paramedics will be called.	Low	Low

HPC Risk Assessment for Christmas Switch on – Friday 28th November 2025

Allergic reactions in visitors	Unexpected allergic reactions due to food served at the event	All visitors	Serious	Food and drink ingredients will be clearly displayed for customers by the food vendors. For any serious reaction an ambulance will be called.	Low	Low
Roundabout and Entertainer	Risk Assessments and insurance for the roundabout and entertainer will be provided by Aries Entertainer closer to the time.					

Section 2 – Action Plan

What is the hazard you need to control	What additional precautions do you need to eliminate or reduce the risk to an acceptable level	Who is responsible for implementing these controls	When are the controls to be implemented	When were these controls implemented
All the above	In addition to the above, members of staff and Parish Councillors and volunteers, who have been issued a copy of this assessment, will be on site throughout the event in case of need.	Parish Councillors and staff present at the event.	1 st December 2023	1 st December 2023
<u>Notes</u> All insurance and food hygiene certificate will be provided by the food vendor.				

HPC Risk Assessment for Christmas Switch on – Friday 28th November 2025

Risk rating matrix - table 1

Potential severity of harm	Meaning	Likelihood of harm	Meaning
Fatal / major injury	Death, major injuries or ill health causing long term disability / absence from work	High (Frequent)	Occurs repeatedly / an event only to be expected
Serious injury	Injuries or ill health causing short term disability / absence from work (over 3 days absence)	Medium (possible)	Moderate chance / could occur sometimes
Minor injury	Injuries or ill health causing no significant long term effects and no significant absence from work	Low (unlikely)	Not likely to occur

Table 2

Risk rating – Degree of injury by likelihood / probability			
	High (likely)	Medium (possible)	Low (improbable)
Fatal / major injury	Very High Risk	High Risk	Medium Risk
Serious injury	High Risk	Medium Risk	Low Risk
Minor injury	Medium Risk	Low Risk	No significant risk

Table 3

Action required – key to ranking	
High or very high risk	STOP ACTIVITY! Action must be taken as soon as possible to reduce the risk and before activity is allowed to continue
Medium risk	Implement all additional precautions that are not unreasonably costly or troublesome
Low risk	Implement any additional precautions that are not unreasonably costly or troublesome

Memorial Bench Replacement Report

Background

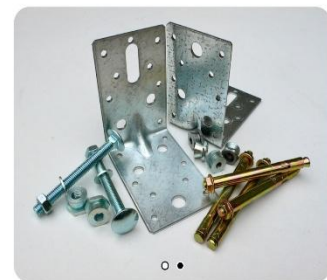
In January 2018, a memorial bench was sponsored and installed in memory of Alan (Lumpy) Batchelor. The bench was positioned opposite the road to the church, near the shop/fish & chip takeaway on existing paving slabs.

The original wooden bench has now deteriorated due to weathering and has been responsibly removed by the sponsors for safety reasons.

Proposal

The sponsors request permission to replace the memorial bench with a recycled plastic alternative in the same location. The proposed replacement is:

- **Model:** Kedel Irwell 3-seater recycled plastic garden bench



Ground Anchor 90° Angle
Brackets Security Kits for
Outdoor Furniture

- **Material:** Recycled plastic (more durable than wood)
- **Funding:** Crowd-funded by colleagues at no cost to the Parish Council
- **Installation:** To be carried out by professional estates team

Installation Details

Following enquiries with the sponsors, the installation method has been confirmed:

- The bench will be secured to the existing paving slabs/base
- Manufacturer-supplied purpose-made ground anchors will be used
- The sponsors report these anchors are more robust than those used for the previous bench
- The installation team has experience with similar installations (reference: bench installed in Mickleton using the same anchoring system)

Considerations

Advantages:

- Recycled plastic material offers superior durability and weather resistance
- No ongoing maintenance costs to the Parish Council
- Maintains the memorial purpose in the same location
- Installation at no cost to the Council
- Professional installation by experienced team
- Existing paving slab foundation provides a solid base for installation

Proposed Resolution

"That the Parish Council grants permission for the replacement of the Alan (Lumpy) Batchelor memorial bench with a recycled plastic bench (Kedel Irwell 3-seater model) in the same location, to be installed using

manufacturer-supplied ground anchors by the sponsors' professional estates team at no cost to the Parish Council."

**HONEYBOURNE PARISH COUNCIL
NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW
CONSULTANT APPOINTMENT REPORT**

Appendix 5 – 25/620 (e)

Report to: Full Council Meeting – 14th October 2025

Report prepared by: Linda Stanton, Parish Clerk

Date: 3rd October 2025

1. BACKGROUND

Why review is needed:

- Original NDP adopted 2020 and is now 5 years old
- Must align with current National Planning Policy Framework (NPPF)
- Must align with emerging South Worcestershire Development Plan (SWDP)
- Policies need updating to reflect current context

Funding context: Following the withdrawal of government funding, Locality no longer provides grants for new Neighbourhood Plans or reviews of existing plans. In response, Wychavon District Council has agreed to fund neighbourhood plans and reviews by providing £10,000 grants to Town/Parish Councils.

At the July 2025 Council meeting, Council approved funding the NDP review from general fund (£10,000). Honeybourne Parish Council has since applied for Wychavon's grant funding and has been advised that our application has been successful, providing an additional £10,000.

Total funding available: £20,000 (£10,000 HPC general fund + £10,000 Wychavon grant)

Previous consultant: Withdrew citing personal reasons after initial meeting, without providing guidance on modification level required. The scope and complexity of work revealed through this new procurement process suggests the project requirements may not have been fully understood initially.

What we asked consultants to quote:

- Phase 1: Assessment and recommendation on modification level needed
- Phase 2: Implementation costs for each modification option (minor, material with examination, material with examination + referendum)
- Option A: Minor (non-material) modifications
- Option B: Material modifications (examination only)
- Option C: Material modifications (examination + referendum)

Key information received from Wychavon District Council:

- They will cover: SEA/HRA screening, examination costs, referendum costs
- This significantly reduces our direct costs

2. QUOTATIONS RECEIVED

Note: All consultant fees quoted include VAT at 20%. The Parish Council can reclaim VAT, so the net cost will be 20% lower than the figures shown below.

CONSULTANT A

Approach: Detailed policy-by-policy analysis with clear strategic recommendation

Base Costs:

- Core professional services: **£16,200 + VAT = £19,440 inc VAT**
- Optional engagement support: **£5,400 + VAT = £6,480 inc VAT**

Note: The optional engagement support (£5,400) may not be required if the Steering Group can manage basic consultation tasks themselves (printing materials, booking venues, designing simple surveys). The base fee of £16,200 covers all professional planning work required.

Total Range: £19,440 - £25,920 inc VAT

What's included in base fee:

- Comprehensive 11-page policy-by-policy analysis of existing NDP
- Clear recommendation for Honeybourne: Material modification (Option C)
- All policy drafting and technical work
- Submission documents (Basic Conditions Statement, Consultation Statement)
- Support through examination
- Project management throughout

What's in optional engagement support:

- Community event facilitation
- Survey design and analysis
- Consultation materials design
- Additional face-to-face meetings

Timeline: Detailed 24-month timeline provided showing each stage

Strengths:

- Only consultant who thoroughly studied our existing NDP before quoting
- Provided specific strategic guidance for Honeybourne
- Recently completed several NDPs in South Worcestershire area
- Demonstrates deep understanding of SWDP implications
- Clear about what's core vs optional
- Transparent about uncertainties (e.g., site allocation work)
- Provided by Worcestershire County Association of Local Councils (CALC)

Distance from Honeybourne: Approximately 25 miles

CONSULTANT B

Approach: Fixed-price staged approach

Base Costs:

- Core services: £12,138 + VAT = £14,565.60 inc VAT
- Potential additional costs for site allocation work: £578-£2,890 + VAT
- Parish direct costs (printing, publicity, room hire): £300-500
- Recommended contingency: £3,000-5,000

Total Range: £14,565 - £18,000 inc VAT (core services only)

With contingency and parish costs: £18,000 - £23,500

What's included:

- Full NDP review process
- All required documents
- Examination support
- Site visit and face-to-face meetings at key stages
- Travel costs included

Strengths:

- Clear fixed-price structure
- Proven track record in South Worcestershire Development Plan area

- Very responsive communication
- Transparent pricing
- Provides realistic contingency planning advice

Distance from Honeybourne: Approximately 120 miles

CONSULTANT C

Approach: "Shopping list" of services with day-rate pricing

Costs:

- Estimated range: **£13,464 - £42,192 inc VAT** (4-28.5 days @ £600/day)
- Travel charged separately at **£80/hour**
- **No clear total provided despite multiple requests**

Concerns:

- Unable to provide clear breakdown after multiple attempts including phone conversation
- No specific guidance on what Honeybourne needs
- Significant cost uncertainty
- No evidence of studying our existing NDP

Distance from Honeybourne: Approximately 5 miles

3. CLERK'S ASSESSMENT

Comparison Summary

Aspect	Consultant A	Consultant B	Consultant C
Understanding of our NDP	Excellent	Good	Limited evidence
Cost clarity	Very clear	Very clear	Unclear
Strategic guidance	Excellent	Good	Limited
SWDP experience	Extensive & recent	Proven	Unknown
Total cost estimate	£19,440-25,920	£18,000-23,500	£13,464-42,192
Communication quality	Excellent	Excellent	Challenging

Key Observations

Consultant A's advantages:

1. **Done their homework:** Only consultant who clearly studied our existing NDP in detail before quoting - provided 11-page policy analysis
2. **Strategic clarity:** Specifically recommends what Honeybourne needs (Option C) with clear rationale
3. **Local expertise:** Recently completed multiple NDPs in South Worcestershire with SWDP context
4. **CALC approved:** Provided by Worcestershire County Association of Local Councils
5. **Flexible pricing:** Clear separation of essential vs optional services allows budget control
6. **Professional confidence:** Quality of proposal suggests quality of ongoing service

Cost consideration:

- Consultant A: £19,440 (base) vs Consultant B: £18,000-23,500 (with contingency)
- When comparing base costs only, Consultant A is £1,440-£4,875 more expensive
- However, with Consultant B's recommended contingency and parish costs included, the realistic total costs are similar, with Consultant B potentially ranging from £1,440 less to £4,060 more than Consultant A's base fee
- The additional cost reflects the detailed preparatory work already completed and specialist local knowledge

- Can reduce to £19,440 if Steering Group manages basic consultation tasks

Location consideration:

- Modern NDP work is largely done remotely
- Face-to-face meetings essential only for: inception, site visits, consultation events
- Both Consultants A and B offer face-to-face at key stages
- Both consultants include regular remote meetings (Teams/Zoom) with the Steering Group throughout the project
- Local experience and understanding matters more than physical location

4. RECOMMENDATION

The Clerk recommends appointing Consultant A for the following reasons:

Primary reasons:

- **Demonstrated understanding:** Only consultant who studied our plan in depth before quoting
- **Strategic guidance:** Clear recommendation specific to Honeybourne's circumstances
- **Proven local expertise:** Recent successful NDP completions in SWDP area
- **CALC approved:** Provided by Worcestershire County Association of Local Councils
- **Professional quality:** Proposal quality indicates service quality we can expect
- **Flexibility:** Can work within £20,000 budget if optional services not needed

Basis for recommendation:

This recommendation is based on the evidence gathered during the procurement process, including the quality of proposals received, responsiveness to queries, and demonstrated understanding of Honeybourne's specific needs. As with any professional appointment, there are inherent risks, but the Clerk believes Consultant A presents the lowest risk based on available evidence.

Financial Regulations consideration:

Honeybourne Parish Council's Financial Regulations state that the Council is not required to accept the lowest quotation. The recommendation is based on best value for money considering quality, expertise, and suitability for the project, rather than cost alone.

Alternative option: Consultant B would also be acceptable if Council prioritises lower cost over demonstrated local expertise. However, their more generic approach suggests they haven't studied Honeybourne's specific context as thoroughly.

Not recommended: Consultant C - unable to provide clarity despite multiple attempts, raising concerns about long-term project management.

5. PROPOSED BUDGET

Total budget requested: £22,000

Allocation:

- Consultant fees (Consultant A - base only): £19,440
- Parish direct costs (printing, publicity, room hire): £800
- Contingency for unforeseen items: £1,760

Note: If optional engagement support not required, approximately £6,480 returns to reserves. Wychavon DC covering examination and referendum costs saves approximately £8,000-£12,000.

6. RISK ASSESSMENT

Risk	Mitigation
Consultant doesn't understand local context	Consultant A has proven SWDP experience and studied our plan

Costs escalate beyond budget	Clear base fee; optional extras controllable by Steering Group
Poor communication during project	Both Consultant A and B demonstrated excellent responsiveness
Timeline delays	Realistic 24-month timeline provided; regular milestone reviews

7. NEXT STEPS

If Council approves:

1. Notify Consultant A of appointment
2. Notify unsuccessful consultants
3. Arrange inception meeting (target: November 2025)
4. Confirm/establish NDP Review Steering Group
5. Commence initial assessment phase
6. Community engagement planning (early 2026)

Estimated project completion: Q3 2027 (24 months from start)

8. RECOMMENDATIONS

That Council:

1. **NOTES** the withdrawal of our previous planning consultant
2. **NOTES** the successful grant application to Wychavon District Council for £10,000 towards the NDP review
3. **NOTES** the confirmation from Wychavon DC that they will cover SEA/HRA screening, examination and referendum costs
4. **NOTES** the three quotations received
5. **APPROVES** the appointment of **Consultant A** to support the Neighbourhood Development Plan Review
6. **APPROVES** a budget of up to **£22,000** for the NDP Review, allocated from general reserves (£10,000) and Wychavon grant funding (£10,000), with any balance up to £2,000 from reserves
7. **DELEGATES** to the Clerk, in consultation with the Chair, authority to:
 - Finalise contract terms with Consultant A
 - Determine whether optional engagement support services are required based on Steering Group capacity
 - Make minor variations to the project scope within the approved budget

9. SUMMARY AND CONCLUSION

Following the withdrawal of our previous planning consultant, three consultants were invited to quote for supporting the Neighbourhood Development Plan (NDP) Review, which is now 5 years old and requires updating.

Council approved £10,000 funding from reserves in July 2025, and following the withdrawal of Locality grant funding, Wychavon District Council has successfully awarded HPC a £10,000 grant, providing total funding of £20,000.

This report presents the three quotations received and recommends the appointment of **Consultant A** based on their demonstrated superior understanding of Honeybourne's needs, proven local expertise in the SWDP area, CALC approval, and comprehensive policy-by-policy analysis of our existing plan.

Recommended appointment: Consultant A

Recommended budget: £22,000 (within available funding of £20,000 plus £2,000 reserves if needed)

Note: Detailed consultant proposals and the original procurement request are available to councillors on request from the Clerk. These contain commercially sensitive information and have been redacted to protect consultant identities.

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning**Application No:** W/25/01664/HP**Parish:** Honeybourne**Agents Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Applicants Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Part I – PARTICULARS OF APPLICATION****Statutory Start Date:** 8 August 2025**Location:** 62 Stratford Road, Honeybourne, Evesham, WR11 7PP**Proposal:** Single storey flat roofed rear extension.**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –
 - PP-14228167v1 – Location Plan
 - 1735/10 – EXISTING GROUND FLOOR PLAN (1:50)
 - 1735/11 – PROPOSED GROUND FLOOR PLAN (1:50)
 - 1735/12 – EXISTING REAR ELEVATION & PROPOSED REAR ELEVATION (1:50)
 - 1735/13 – PROPOSED SIDE ELEVATION B & PROPOSED SIDE ELEVATION (1:50)
 - 1735/14 – EXISTING SIDE ELEVATION B & EXISTING SIDE ELEVATION A (1:50)
 - 1735/15 – PROPOSED SITE PLAN (1:500)
 - 1735/16 – EXISTING SITE PLAN (1:500)

Reason: To define the permission in accordance with Policy SWDP1 and SWDP2 of the South Worcestershire Development Plan and the National Planning Policy Framework.

3. Prior to the first use/occupation of the development hereby permitted, the details set out in the submitted Water Management Statement shall be fully implemented and remain thereafter.

Reason: To ensure that an appropriate sustainable drainage system is provided to serve the development in accordance with policy SWDP29 of the South Worcestershire Development Plan 2016.

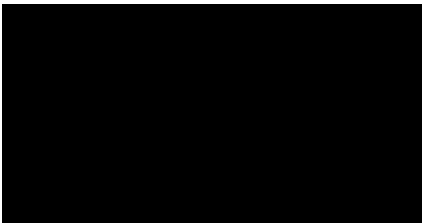
4. A bat box shall be installed within the land ownership of the site (e.g. Ibstock enclosed bat box, Habibat bat box, Schwegler Wall-mounted Bat Shelter 2FE, Schwegler 2F Bat Box). The box should be installed at least 4m above ground-level, and not placed above windows. The roosting feature shall be installed before the first use of any part of the development.

Reason: To ensure the development contributes to the conservation and enhancement of biodiversity within the site and the wider area in accordance with policy SWDP22 of the South Worcestershire Development Plan.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or alterations were therefore required and no further positive or proactive action was deemed necessary.

Signed:



Head of Development Management

Date: 17 September 2025

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. **In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.**

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Full planning permission**Application No:** W/25/00822/FUL**Parish:** Honeybourne**Agents Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Applicants Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Part I – PARTICULARS OF APPLICATION****Statutory Start Date:** 27 May 2025**Location:** The Gate Inn, Weston Road, Honeybourne, Evesham, WR11 7QJ**Proposal:** Removal of pitched roof and chimney to the North West of the public house and replacement flat roof and increased eaves height. Two windows blocked up.
(Retrospective)**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –
197.000.01
197.100.01
197.100.02
197.100.03
197.200.01

Reason: To define the permission in accordance with Policy SWDP1 and SWDP2 of the South Worcestershire Development Plan and the National Planning Policy Framework.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or alterations were therefore required and no further positive or proactive action was deemed necessary.

Signed:



Head of Development Management

Date: 22 July 2025

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation.

In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.

PLANNING REFUSAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Refusal - Full planning permission**Application No:** W/25/01302/FUL**Parish:** Honeybourne**Agents Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Applicants Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Part I – PARTICULARS OF APPLICATION****Statutory Start Date:** 8 July 2025**Location:** Land Adj To St Ecgwins Church, Stratford Road, Honeybourne**Proposal:** Proposed residential development (2no dwellings), to include formation of car park for St Ecgwin's Church, pedestrian improvements to access road, and biodiversity / landscape improvements, and other auxiliary works.**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby gives notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN REFUSED** for the carrying out of the development referred to in Part 1 hereof for the following reasons:-

REASONS

1. The introduction of two dwellings along with the proposed car park would result in the loss of the agricultural landscape immediately adjacent to the church and therefore detract from its setting. The development would also disrupt the currently unimpeded relationship between the Church and its former Vicarage, resulting in further harm. Further, and in the absence of further information, it is not considered that clear of convincing justification has been provided for the substantial harm to buried deposits and the archaeological significance of the site. Therefore, the proposal would result in less than substantial harm to the setting of the heritage assets contrary to Policies SWDP 6 and 24 of the South Worcestershire Development Plan and the relevant aims and objectives of the National Planning Policy Framework. The public benefits would not outweigh this harm.
2. The siting, scale and design of the two dwellings would fail to contribute to the local distinctiveness of the area, contrary to Policy SWDP 21 of the South Worcestershire Development Plan, Policy H4 of the Honeybourne Neighbourhood Plan and the relevant aims and objectives of the National Planning Policy Framework.
3. The proposal would result in development sited away from the church and existing dwellings and would be visually intrusive in the landscape and harm its character, contrary to Policies SWDP 21 and SWDP 25 of the South Worcestershire Development Plan, Policy H8 of the Honeybourne Neighbourhood Plan and the relevant aims and objectives of the National Planning Policy Framework.

Framework. Further, the edge of the proposed car park and garage/store for the Plot 2 dwelling would be in close proximity to part of the Public Right of Way and along with the residential development, would affect its amenity value to its detriment. The development has failed to demonstrate how it would protect and enhance the public route, contrary to Policy H13 of the Honeybourne Neighbourhood Plan.

4. Exceptional circumstances have not been clearly demonstrated that the development would not conflict with the purposes of the Local Green Space, contrary to Policy H7 of the Honeybourne Neighbourhood Plan (HNP) and the relevant aims and objectives of the National Planning Policy Framework.
5. Insufficient information is submitted to consider the impact upon protected species and biodiversity, and it has not been demonstrated how the development would conserve and enhance biodiversity, contrary to Policy SWDP 22 of the South Worcestershire Development Plan and the relevant aims and objectives of the National Planning Policy Framework.
6. The restricted width of the lane would result in pedestrian/vehicle conflict and in the absence of further information in regard to visibility splays, swept path analysis, forward visibility at the two bends being obstructed by vegetation, the footway proposal not extending along the full length of the lane, the proposal would result in an unacceptable impact on highway safety contrary to Policies SWDP 4 and SWDP 21 of the South Worcestershire Development Plan, the Worcestershire County Council Streetscape Design Guide and the relevant aims and objectives of the National Planning Policy Framework.
7. In the absence of a S106 legal agreement for an off-site affordable housing contribution, the development would be contrary to Policy SWDP 15 of the South Worcestershire Development Plan and the relevant aims and objectives of the National Planning Policy Framework.

NOTES TO APPLICANT

1. Refused plan numbers:

KI 5893 3 - Location Plan
KI 5893 1A - Proposed Site Plan
KI 5893 2A - Proposed Block Plan
KI 5893 6 - Proposed Site Plan - access section
KI 5893 10 - Plot 1 plans and elevations
KI 5893 11 - Plot 2 plans and elevations
KI 5893 12 - Plot 1 proposed garage plans and elevations
KI 5893 13 - Plot 2 proposed garage plans and elevations
KI 5893 16A - Proposed landscaping plan
KI 5893 17A - Proposed site plan - storm drainage

2. Positive and Proactive Statement. In dealing with this application, the Council has worked with the applicant in the following ways:- considering the imposition of conditions and or the completion of a s.106 legal agreement.

In such ways the Council has demonstrated a positive and proactive manner in seeking solutions to problems arising in relation to the planning application. This is in accordance with paragraph 39 of the NPPF. Despite these efforts, the Council still consider that planning permission should be refused for the reasons set out above.

Signed:



Head of Development Management
Date: 2 September 2025

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning**Application No:** W/25/01684/HP**Parish:** Honeybourne**Agents Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Applicants Address:**[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**Part I – PARTICULARS OF APPLICATION****Statutory Start Date:** 18 August 2025**Location:** 33 School Street, Honeybourne, Evesham, WR11 7PL**Proposal:** single storey side and rear extension**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –

2025 - 13 – 01 - Existing Ground Floor Plan

2025 - 13 – 02 - Existing First Floor Plan

2025-13-03 - Existing Elevations

2025-13-04 - Existing Elevation

2025 - 13 - 05 rev A - Proposed Ground Floor Plan

2025 - 13 - 06 rev A- Proposed First Floor Plan

2025-13-07 rev A - Proposed Elevations

2025-13-08 rev A - Proposed Elevation

Existing Block Plan (scale 1-500)

Proposed Block Plan (scale 1-500)

Location Plan (scale 1:1250)

Reason: To define the permission in accordance with Policy SWDP1 and SWDP2 of the South Worcestershire Development Plan and the National Planning Policy Framework.

3. A bat box shall be installed within the land ownership of the site (e.g. Ibstock enclosed bat box, Habitat bat box, Schwegler Wall-mounted Bat Shelter 2FE, Schwegler 2F Bat Box). The box should be installed at least 4m above ground-level, and not placed above windows. The roosting feature shall be installed before the first use of any part of the development.

Reason: To ensure the development contributes to the conservation and enhancement of biodiversity within the site and the wider area in accordance with policy SWDP22 of the South Worcestershire Development Plan.

4. Prior to the first use/occupation of the development hereby permitted, the details set out in the submitted Water Management Statement shall be fully implemented and remain thereafter.

Reason: To ensure that an appropriate sustainable drainage system is provided to serve the development in accordance with policy SWDP29 of the South Worcestershire Development Plan 2016.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or alterations were therefore required and no further positive or proactive action was deemed necessary.

[Redacted]

[Redacted]

Head of Development Management

Date: 25 September 2025

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. **In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.**



Appeal Decision

Site visit made on 27 August 2025

by [REDACTED]

an Inspector appointed by the Secretary of State

Decision date: 17 September 2025.

Appeal Ref: APP/H1840/W/25/3367013

35 High Street, Honeybourne, Worcs WR11 7PQ

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
 - The appeal is made by [REDACTED] against the decision of Wychavon District Council.
 - The application Ref is W/24/02413/FUL.
 - The development proposed is conversion of garage to 2-bedroom bungalow.
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Decision

1. The appeal is dismissed.

Preliminary Matters

2. Notwithstanding the description of development above which is taken from the original planning application form, the proposal considered by the Council was described as: conversion and extension of garage to form 2-bedroom self-build bungalow. That is consistent with the proposal as described on the appeal form. Therefore, the appeal is determined on that basis.
3. In light of the site's proximity to a grade II listed building I have had special regard to section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (the Act).

Main Issues

4. The main issues are the effect of the proposed development on
 - the character and appearance of the site and surrounding area, with particular regard to whether the proposal would preserve the special interest and setting of the grade II listed building known as 33 and 35, High Street; and
 - highway safety, with particular regard to parking provision.

Reasons

Character and appearance

5. No 35 comprises part of a grade II listed building known as 33 and 35, High Street (List Entry Number 1350022) (the listed building). This is described as two houses and a shop, partially clad in ashlar with a tiled roof. Albeit the listing description is not a definition of a building's heritage significance. It instead falls to the decision maker to determine the features that are of significance and relevant to the determination of a particular proposal, in light of the available evidence.

6. Insofar as it relates to this appeal, the significance of the listed building is primarily derived from its traditional building form and materials, combined with the historic association of its role within a rural village. From the appeal site, there remains visibility of the traditional form and materials of the earlier parts of the buildings. This includes the ashlar cladding at first floor level, and the tiled, pitched roofs. It is clear that there have been various later additions to the listed building, including a modern flat roof extension to the rear of No 35, as well as the appeal garage building. Therefore, it is important to consider whether additional change would further detract from its historic interest.
7. The appeal site is in an area where the density of housing is varied. On High Street, houses generally appear to be situated within reasonably spacious plots, many with good sized front drives and gardens. Adjacent development on Maple Close is relatively high density. However, it comprises purpose-built housing with well-defined private garden space and separate parking areas. It thus does not appear cramped. Consequently, despite some relatively high-density development, the area retains the character of a rural village.
8. The existing garage provides storage for No 35 and, although a modern design, it appears connected with the use of No 35. Combined with the existing garden immediately to the rear of No 35, there is therefore a good sense of space behind No 35. That is visible from the entrance to Maple Close and provides a welcome sense of separation between the listed building and newer houses to the rear of the site.
9. However, the proposal would result in the land to the rear of No 35 being subdivided to create a separate plot for the occupants of the proposed converted garage. The proposal includes the provision of two parking spaces for the occupants of No 35, with vehicular access from Maple Close. This would occupy part of its existing garden. In addition, an adjacent parking area is proposed for the occupants of the converted garage, also accessed from Maple Close. Although some hardstanding is already in place adjacent to the garage, the proximity of these off-street parking areas to one another would appear cramped and car heavy. Consequently, the sense of space that the existing garden provides would be considerably diminished.
10. The quantum of outside space associated with the converted garage and No 35 is said to exceed policy requirements. Also, high density development can be an appropriate solution depending on site context. Nevertheless, the proposed garage conversion to an independent dwelling would likely result in a noticeable increase in comings and goings here. In addition, given the confined nature of the plot, increased residential paraphernalia would likely be visible around the building, adding further clutter. This would comprise a marked change relative to its existing use as a garage for No 35.
11. Consequently, and in light of its visual prominence from the entrance to Maple Close, this greater intensity of use would appear unacceptably constrained and contrived. In combination with the domination of the appeal site with vehicles and hardstanding, the proposal would further detract from the ability to appreciate the traditional features of the listed building. This would apply whether or not the land on which the garage is situated was historically part of the grounds of the listed building.

12. Therefore, the proposal would fail to preserve the special interest of the listed building. Paragraph 212 of the National Planning Policy Framework (the Framework) advises that when considering the impact of development on the significance of designated heritage assets, great weight should be given to their conservation. Given the changes are confined to the grounds to the rear of No 35, the harm would be less than substantial but nevertheless of considerable importance and weight.
13. Under such circumstances, paragraph 215 of the Framework advises that this harm should be weighed against the public benefits of the proposal. In this case, the Council confirms that it is unable to demonstrate a five-year housing land supply, with a supply of just 1.1 years. Accordingly, although a small contribution the provision of one house is a public benefit which attracts significant weight. There would also be small economic benefits associated with the conversion of the building and from spending in the local and wider economy associated with its subsequent occupation. Nonetheless, in this instance, the benefits arising from the provision of a single dwelling do not amount to clear and convincing justification for the harm to the setting of the listed building. Consequently, this would fail to satisfy the requirements of the Act and the Framework.
14. Therefore, the proposal would unacceptably harm the character and appearance of the site and surrounding area and would fail to preserve the special interest of the listed building. As such, it would conflict with Policy SWDP21 and SWDP25 of the South Worcestershire Development Plan (February 2016) (Local Plan). Together these generally seek to ensure that proposals achieve good design, taking into account surrounding character. In addition, it would be contrary to Policy SWDP6 of the Local Plan. This generally seeks to ensure proposals conserve and enhance heritage assets. It would also conflict with Policy SWDP24 of the Local Plan, which seeks to ensure proposals affecting heritage assets are assessed in line with the Framework, along with other legislation and guidance. It would further conflict with Policy H4 of the Honeybourne Neighbourhood Development Plan (April 2020) (Neighbourhood Plan), which also seeks that proposals are designed to respect or improve local character.

Highway safety

15. The proposal was submitted with provision for one parking space for the future occupants of the converted garage. The Council considers that one parking space is insufficient for a two bedroomed house, with reference to the parking requirements set out in Worcestershire County Council's Highways Design Guide (Design Guide). That specifies that two parking spaces would be required for a development of this scale. I note that the appellant submits that the appeal site could accommodate parking for two vehicles. A plan was submitted during the course of the appeal to that effect. Nonetheless, that shows a very tight parking arrangement to the extent that it does not appear feasible for a second vehicle to park on that space, allowing for manoeuvring space. No substantive evidence indicates otherwise. Therefore, the proposal would likely lead to on-street parking in the vicinity of the appeal site.
16. Nevertheless, some vehicles already park on High Street. Moreover, the proposed two-bedroom dwelling is unlikely to give rise to an increase in on-street parking to the extent that it would result in highway safety concerns. No robust evidence indicates otherwise.

17. Accordingly, the effect of the proposal on highway safety would be acceptable, with particular regard to parking provision. As such, although not in accordance with the Design Guide on this main issue, the proposal would accord with Policy SWDP4 of the Local Plan. Amongst other matters this seeks to ensure proposals are designed with consideration for road safety.

Other Matters

18. The proposal would conflict with Local Plan Policies SWDP6, SWDP21, SWDP24 and SWDP25 and Policy H4 of the Neighbourhood Plan. Given the importance of achieving good design and protecting the historic environment, the proposal would not accord with the development plan when considered as a whole. The harm from conflict with these policies carries significant weight.
19. The Council can currently only demonstrate a 1.1-year housing land supply which amounts to a significant shortfall. Accordingly, the presumption in favour of sustainable development under Framework paragraph 11.d)ii applies. The proposal would deliver one additional bungalow in an accessible location within the settlement boundary. Whilst an incremental increase it nonetheless attracts significant weight in the context of the Council's housing land supply shortage.
20. Construction of the dwelling would provide short term benefits to the local and wider economy. The occupants would be likely to stimulate consumer spending, boost local labour supply and help to support local services, which would all constitute modest benefits in social and economic terms. That the development has been found to be acceptable with respect to matters such as drainage, quantum of private garden space, and the living conditions of neighbours, are neutral considerations.
21. Nevertheless, the Framework identifies good design as a key aspect of sustainable development and that great weight is given to a heritage asset's conservation. Accordingly, the support for new housing in the Framework is not at the expense of ensuring that all development is appropriately designed and integrates suitably with its surroundings. Therefore, despite the significant benefit arising from the contribution of a single dwelling, alongside other modest benefits, I consider the harm to the listed building, and the character and appearance of the area would be of considerably greater significance.
22. Consequently, the adverse impacts of the appeal scheme would significantly and demonstrably outweigh the combination of its benefits, when assessed against the policies in the Framework taken as a whole. Therefore, the proposal does not represent sustainable development.

Conclusion

23. The proposal would be contrary to the development plan and there are no other material considerations, including the provisions of the Framework, which outweigh this finding. For the reasons given, the proposal is unacceptable, and the appeal should be dismissed.


INSPECTOR