

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 13th January 2026

Members present: Cllrs: H Jobes (Chairman), Bal Dubb (Vice-Chair), A Attridge, A Mathias, J Mellor, S Sidwell and S Walsh

In attendance: Parish Clerk, Linda Stanton.
Senior PCSO Karen Kempton (40267) – (Arrive 7:15pm – departed 7:45pm)
County/District Cllr Hannah Robson -(Arrive 7:15pm – departed 8:30pm)
District Cllr Judith Ciotti – (Arrive 7:15pm- departed 8:30pm)
2 members of public

25/654 Apologies : Cllrs G Clelland (personal) & C Clear (work commitment)

Resolved:

The apology was accepted

25/655 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date;
- 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
H Jobes	Item 25/663 (a) <ul style="list-style-type: none">Payment to Village Hall		ODI- Village Hall Trustee and treasurer

25/656 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011,s33) must be with the Clerk before the meeting.

There were no requests for dispensation.

25/657 Open Session Participation to hear from:

- Members of the Public.
No members of the public were present for the Open Session.
- Supporting organisations, - South Worcestershire Policing Team.
The Chair welcomed PC Karen Kempton and invited her to address the Council. PC Kempton apologised for being unable to attend the December Parish Council meeting due to an emergency. She confirmed she was available to answer any questions from councillors. PC Kempton reported that there had been no crime or anti-social behaviour reported in Honeybourne during the period.
- Worcestershire County Councillor – H Robson (Littletons division)
County Councillor Robson provided her report in advance of the meeting (attached as **Appendix 1, pages 599**).
- Wychavon District Cllrs J Ciotti & H Robson. – District Cllr Ciotti informed Council that due to the Christmas break no meeting were held therefore there was no report.

25/658 Adoption of minutes

- To approve adoption of the minutes of 9th December 205

Resolved:

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

25/659 Chairman's report (For information only)

The Chair reported that he had presented a hamper to Farmer Ted, using the Chairman's Allowance, in appreciation of the flood defence work undertaken on his land, which has helped to alleviate some of the flooding at the crossroads.

25/660 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) Cotswold District Local Plan Update (Regulation 18) Consultation	Parish Council's response prepared by planning consultant Andrea Pellegram Ltd was submitted on 17 th December 2025 (before the 2 nd January 2026 deadline) and circulated to councillors.
b) Speed Survey – Weston Road	Speed survey data received from Worcestershire County Council Highways (Site C2006) showing mean average speeds of 29 mph southbound and 32 mph northbound, with 85th percentile speeds of 36 mph and 39 mph respectively. Results circulated to councillors on 19th December 2025.
c) Planter- Honeybourne Road Sign	Update received from Worcestershire County Council Highways Officer confirming permit will be issued for roadside planter. Permit conditions specify planter must be either wooden or plastic. Plastic planter will be sourced once permit is received due to longer lifespan.
d) Grit bins	All grit bins checked and replenished.
e) Neighbourhood Plan Review- Stage 1 invoice	Invoice submitted to Wychavon District Council on 5 th January 2026 for reimbursement of Stage 1 Neighbourhood Plan Review costs (consultant fees for December 2025 work)
Noted: That the report be noted	

25/661 Correspondence & Circulations Received (For information only)

a) West Mercia Police- Economic Crime Unit (Circulated to members)	December Fraud and Scam Bulletin
b) Wellbeing in Wychavon Training	Council notes that certificates were presented by Chair of Wychavon District Council, Cllr Mark Goodge, in recognition of completion of Wellbeing in Wychavon training programme: Sue Henson and Vice-Chair Cllr Bal Dubb received their certificates on 18th December 2025 at Honeybourne Village Hall; residents Jaime Owen and Amanda Wigget-Jones collected their certificates at Bishampton earlier in December 2025.
c) Worcestershire Community Rail Partnership (Circulated to members)	Impact Report 2025 received and circulated to councillors. Annual event rescheduled to 24th April 2026 (previously cancelled due to Storm Claudia in November).
d) Christmas Lights Switch-On Event- Resident Feedback	Letter of thanks received from resident Mr Doug Rushton commending the Parish Council for the successful Christmas Lights Switch-On event held on 28th November 2025. Letter circulated to councillors.
e) Falcon Motor Club – March Hare Classic Trial	Council to note Classic Trial event scheduled for Sunday 1st March 2026, starting from Honeybourne Old Airfield (Porky's Diner) at 8:30am with approximately 80 entries expected. No road closures and no impact on traffic in Honeybourne.
Noted: That correspondences be noted.	

25/662 Finance

- a) **January schedule of payments** – To approve schedule of payments for January 2026 including any invoices to be paid as a matter of urgency

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
813502758	Direct Debit	British Gas	Pavilion power and heating	62.30	3.11	65.41
V02412918386	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
M008 2A	BACS	British Telecom	Regular charge (1 st Dec – 31 st Dec 2025)	32.95	6.59	39.54
INV 11171876	Direct Debit	Water Plus	Pavilion water	7.99	-	7.99
471326833	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th Oct - 9 th Nov 2025)	4.25	-	4.25
IV03878599	Direct Debit	SSE Energy Solutions	Unmetered footway lighting	1436.86	287.37	1724.23
Allotment membership	BACS	HAGA	Allotment membership plots 107 & 207	£15.00	-	15.00
QL208421-1	BACS	SLCC	Clerk Training -Online e-learning- Essential principles audits for Parish Council	120.00	24.00	144.00
December	BACS	J Hyde	Handyman work	149.73	-	149.73
December	BACS	J Hyde	Lengthsman work	92.80	-	92.80
SI-10584	BACS	Security 4 Systems	Monthly IT Support	72.00	-	72.00
Tax month 10	BACS	Worcestershire Pension	Pension	829.50	-	829.50
Tax month 9	BACS	Staff salary	Staff salary	2313.29	-	2313.29
	BACS	Linda Stanton	Mileage Claim (496 miles) (3 rd Nov- 29 th Dec 2025)	223.20	-	223.20
Tax month9	BACS	HMRC	HMRC	1033.53	-	1033.53
SI-416	BACS	Andrea Pellegram Ltd	Neighbourhood Plan Review- Stage 1 (Information gathering and consultation for work undertaken in December 2025)	1200.00	240.00	1440.00
SI-413	BACS	Andrea Pellegram Ltd	Preparation of HPC response to Cotswold Local Plan	900.00	180.00	1080.00
CG1331	BACS	Honeybourne Village Hall	Refreshments for band and volunteers for Christmas event	72.00	-	72.00
029/2025/2026	BACS	Equals money	Top up Pre-paid debit card	150.00	-	150.00
Equal pre-paid debit card						
Invoice/ Receipt	Date	Supplier	Description	Net £	Vat £	Gross £
Auth 599920	17 th Oct 2025	Ebay	Shredded cardboard packaging for Christmas Hampers (10 kg)	11.78	2.35	14.13
INV-5690	13 th Nov 2025	Crocodile Trading	Replacement marquee canopy (6mx6m)	133.33	26.66	159.99
05-13855-19115	17 th Nov 2025	Ebay	Santa sack	5.98	-	5.98
06-13853-45181	17 th Nov 2025	Ebay	Santa beard, wig, hat, glasses and gloves	24.95	-	24.95
Auth 993378	17 th Nov 2025	One Stop shop	2 gift bags for mince pies – raffle prize	3.33	0.67	4.00
IEN2025064209996	26 th Nov 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97
Auth 899202	28 th Nov 2025	Hillers Farm Shop Vouchers	2 £40.00 gift vouchers for raffle prizes- Donated by supplier	80.00	-	80.00
Resolved:						
6 in favour, 1 abstention to approve the schedule of payments (the abstaining councillor having declared an interest earlier in the meeting)						

b) **December Bank Reconciliation** – To approve bank reconciliation

Honeybourne Parish Council

31 December 2025 (2025-2026)

A	Bank Reconciliation at 31/12/2025		
	Cash in Hand 01/04/2025		135,594.30
	ADD Receipts 01/04/2025 - 31/12/2025		160,083.66
	SUBTRACT Payments 01/04/2025 - 31/12/2025		295,677.96
	Cash in Hand 31/12/2025 (per Cash Book)		163,327.73
			132,350.23
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Lloyds Business Bank Instant 31/12/2025	124,001.54	
	Lloyds Treasurers Account 31/12/2025	8,233.02	
	Prepaid Debit Card Equals 31/12/2025	115.67	
			132,350.23
	Less unrepresented payments		132,350.23
	Plus unrepresented receipts		
B	Adjusted Bank Balance		132,350.23
	A = B Checks out OK		
Resolved:			
That the bank reconciliation be approved			

c) **VAT Reclaim-** Council to note VAT reclaim of £3,792.32 received on 7th January for the period of 1st October – 31st December 2025.

Noted:
That the reclaim of £3,792.32 and received on 7th January 2026 for the period of 1st Oct – 2025 – 31st Dec 2025

d) **Internal Audit Report 2025-26** - Council to note draft Internal Audit Report 2025-26 from DKE Audit Services. The internal audit is a statutory requirement under the Accounts and Audit Regulations. The internal auditor independently reviews the Council's financial systems and governance arrangements during the year, then completes the Annual Internal Audit Report (AIAR) which forms part of the Annual Governance and Accountability Return (AGAR). The completed AGAR is submitted to the external auditor and must be approved by Council by 30th June 2026. This draft report shows no control issues or recommendations have been identified. The internal auditor will conduct a final review of year-end financial statements in March/April/May before finalising the report.

Noted:

That the Council noted the draft report shows no control issues or recommendations have been identified. The auditor will conduct final review of yearend financial statement in March/April/May before finalising the report.

- e) **Budget 2026/27** - Council to receive recommendations from Budget Working Group meeting held on 5th January 2026 and approve Budget and Precept requirement for 2026/27. Completed precept requirement form to be submitted to Wychavon District Council by Friday 23rd January 2026.

Resolved:

- I. That the Council approves the 2026/27 Budget with a total budget requirement of £118,945, and approves a precept of £113,472, taking account of the confirmed precept grant of £5,473, resulting in a Band D council tax charge of £138.39 for the year.
- II. It was further **RESOLVED** that Version 1 (using earmarked reserves) is approved as the basis for the 2026/27 budget, including the planned application of £22,780 of earmarked reserves in 2026/27 only, as set out in the Budget and Precept Report.
- III. The Clerk/RFO was authorised to submit the approved 2026/27 precept request to Wychavon District Council in accordance with the required timetable.

- f) **Three-Year Financial Forecast** - Council to note the Three-Year Financial Forecast prepared in response to the Internal Auditor's recommendation and confirm that it satisfies that recommendation. Figures shown for 2027/28 and 2028/29 are indicative only, do not constitute budget decisions, and will be reviewed as part of future annual budget-setting processes.

Noted:

That the Council received and noted the Three-Year Financial Forecast prepared by the Clerk/RFO in response to the Internal Auditor's recommendation.
It was acknowledged that the forecast is a planning and assurance tool only, does not amend or replace the approved 2026/27 budget, and that the figures shown for 2027/28 and 2028/29 are indicative and subject to review as part of future annual budget-setting processes.
It was further noted that any future decisions relating to budgets, precepts or the use of reserves will be made by Council as part of the annual budget-setting process.

25/663 Council Governance

- i) **Petition Policy**- Council to consider and approve Petition Policy.

Resolved:

To approve petition policy

- ii) **General Power of Competence**- Council to note that eligibility criteria has been met:

- Clerk holds CiLCA qualification and
- at least two-thirds of councillors in office were elected at the last ordinary election.

Council to consider and resolve to adopt the General Power of Competence with immediate effect.

Resolved:

That the Council adopts the General Power of Competence in accordance with Section 1 of the Localism Act 2011, with immediate effect.

Note (for awareness):

The General Power of Competence may only be relied upon while all eligibility criteria continue to be met. This includes the requirement for a qualified Clerk and for the Council to maintain the required proportion of elected councillors. Should that position change, the Council would be unable to rely on the General Power of Competence for new decisions until eligibility is restored.

- iii) **Local Council Award Scheme (For information and discussion)** - The Council noted the Internal Auditor's observation that the Council has a sound governance and internal control framework and could consider applying for the Local Council Award Scheme.
It was further noted that the Council now meets the key eligibility criteria for the Silver Award, including having a qualified Clerk and the adoption of the General Power of Competence.

The Council discussed the scheme, which recognises high-performing councils and provides external validation of good governance against nationally recognised standards.

Resolved:

That the Council agrees to apply for the **Silver Award** under the Local Council Award Scheme and approves expenditure of **£150** in respect of the application and assessment fees, to be met from the miscellaneous budget.

25/664 Committee & Working Groups reports

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

No reports or minutes were presented. Council noted that the next Neighbourhood Plan Steering Group meeting is scheduled for Wednesday 21st January 2026 at 6:45pm. The meeting will be held in hybrid format with planning consultant Andrea Pellegram Ltd attending remotely via Zoom, with the venue at Honeybourne Village Hall for members wishing to attend in person.

25/665 Environment & Community Wellbeing

a) **Pétanque Court - U3A Club**

Council noted that the U3A Pétanque Club had used the sports field pétanque court and pavilion kitchen facilities on 22nd December 2025. Positive feedback had been received on the facilities. The Club has expressed interest in arranging a match with councillors in spring/summer 2026.

Noted.

b) **Honeybourne Hawks U11 Football - January Fixtures**

Council noted the Ambassador League fixtures scheduled for January 2026 at the Parish Council sports field:

- 3rd January 2026: Honeybourne Hawks v Alcester Town U11 Rangers (away at Alcester Town FC)
- 10th January 2026: Honeybourne Hawks v Drakes Broughton U11 Rangers (home)
- 17th January 2026: Honeybourne Hawks v Bredon AFC Juniors U11 (away at Bredon Playing Field)

Noted

25/666 a) Members to respond to planning applications.

No planning applications had been received.

b) Planning Decisions received.

WDC ref	Site Address	Proposal
i) W/25/01802/RM Associated Ref: W/20/02370/OUT	Corner Farm, School Street, Honeybourne, 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 (Plot 3 & 4) and carport (Plot 1 and 2)
Decision: Approved (Appendix 2 – pages 600 - 604)		
Noted: That the planning decision is approved		

c) South Worcestershire Development Plan Review (SWDPR) - Main Modifications Consultation

Council noted that the Main Modifications consultation for the South Worcestershire Development Plan Review is open from 6th January 2026 until 5pm on 17th February 2026. The consultation concerns substantial changes recommended by Planning Inspectors to make the Plan legally compliant and sound. Representations can only be made on the proposed Main Modifications, not on the full draft Plan.

A councillor noted references in the consultation documents to an Area of Informal Recreation (AIR) allocated to land Northeast of Blenheim Farm, Honeybourne, and raised concerns about potential traffic impacts. The Clerk agreed to review the documents. Council noted that any representations must be evidence-based and clearly state why a Main Modification is unsound or not legally compliant.

Noted.

25/667 Planning Application W/25/01580/OUT (Land at Bretforton Road, Honeybourne) - Delegated Decision

Council noted the response received from Wychavon Head of Development Management dated 22nd December 2025 regarding the delegated decision process.

District Councillor Robson explained that there had been a previous full planning application for the site which was refused by Wychavon District Council Planning Committee and subsequently went to appeal. She stated that in her view the Planning Inspector would likely have approved the application. She explained that when the developer submitted the current outline application (with all matters except access reserved), she decided not to call it in to the Planning Committee and allowed it to be determined under delegated powers. She noted that the Parish Council would be able to comment when the Reserved Matters application is submitted.

Noted.

25/668 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 30th January 2026

25/669 Date and venue of the next Parish Council meeting – 10th February 2026, 7:15pm at the Village Hall

The meeting concluded at 8:30 pm

H M Jobes

Signed: [H.M.Jobes \(Feb 16, 2026 21:30:07 GMT\)](#).....

Chairman, Honeybourne Parish Council

Date:

10th February 2026

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

Appendix 1 – 25/657 (c)

County Councillor report – H Robson

January 2026 Monthly Parish Council Report
Happy New Year to you all

December is always a month of two halves the first half being extremely busy and the second half not so much. That being said in the last month I attended 15 meetings on council business, these were planning committee twice, full council meetings for WCC and WDC, highways liaison, public health and budget discussions



We have secured funding for a Natural Outdoor Play Environment at the Littletons Football Club/ Community Hub, which will be open to anyone to hire and use. This is very exciting as not only was the funding secured for this from Public Health, they have also given their commitment to supporting the development of the Community Hub itself and the rebuilding of the Club house. An indicative image of what the clubhouse may look like is below,

South Worcestershire Development Plan is out for its final review before it is officially adopted.

A six week public consultation runs from 6th January until 5pm on 17th February, to allow residents and other interested stakeholders to review proposed changes to the document put forward by the Planning Inspectors.

Following a series of public hearings in 2025, inspectors recommended changes to the Plan – known as main modifications – to ensure it meets legal requirements and national planning policy.

The consultation will allow people to review and comment only on the modifications, raise any new issues specifically caused by the changes, or question the evidence base for a proposed alteration.

Some of the modifications strengthen policies for the major strategic sites. They include setting out the need for key infrastructure to be delivered at Wychavon Town (known in the Plan as Worcestershire Parkway) and for the proposed transport hub at Rushwick to be delivered to support wider development before the new railway station is built.

One of the most significant changes is the removal of Throckmorton as a proposed allocated site for housing and employment. This is now identified as an ‘area of search’, meaning more work is needed to demonstrate development is appropriate on the site. This land will be considered for allocation through the next review of the Plan.

All comments from the consultation will be sent directly to the inspectors, who will review them and then issue their final report, unless a significant issue has been raised that needs further consideration.

Once the final report has been received by inspectors, the SWDPR will go before Malvern Hills District, Worcester City and Wychavon councils for formal adoption. This is expected to take place in March. Once adopted, the Plan will strengthen planners' ability to resist inappropriate development.

Cllr David Harrison, Chair of the SWDPR Joint Advisory Panel, said: “This is the final step before adoption and at a time when many councils across the country are unable to progress to this stage, this represents a very significant moment for the SWDPR. I’d like to congratulate all the staff involved on their hard work to get to this point.

“I urge as many people as possible to review the changes and if there is anything you feel we, or the inspectors, have not fully considered to take the opportunity to have your say.”

Visit www.swdevelopmentplan.org to take part in the consultation. The link can be found under the consultations menu or the latest news section.

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Approval of reserved matters

Please be aware, you will be liable to pay Community Infrastructure Levy to Wychavon District Council as CIL collecting authority on commencement of development on this planning permission. The liability notice together with further information will follow shortly.

Application No: W/25/01802/RM

Parish: Honeybourne

Part I – PARTICULARS OF APPLICATION

Applicants Address:

Statutory Start Date: 22 August 2025



Location: Corner Farm, School Street, Honeybourne, Evesham, WR11 7PL

Proposal: 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).

Part II - PARTICULARS OF DECISION

Wychavon District Council hereby gives notice under the Town and Country Planning Act 1990 (as amended) that **APPROVAL HAS BEEN GRANTED** for reserved matters specified in Part 1, in accordance with the Outline Planning Permission granted and subject to the following conditions (if any):-

CONDITIONS AND REASONS

- 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 –

Car port and Storage Details	2423-406
Site plan as proposed	2423-501 Rev A
Plot 1 plans and elevations	2423-401 Rev B
Plot 2 plans and elevations	2423-402 Rev B
Plot 3 plans and elevations	2423-403 Rev B
Plot 4 plans and elevations	2423-404 Rev A
Site Sections	2423-405 Rev A

Hard Landscaping Plan 2423-502

Drainage Appraisal 24022 - C200 P2

Detailed soft landscape proposal BEA-24-096-02 P05

Tree Protection Plan (dated: 21/01/2025)

Residential Access Report '24022- Honeybourne' date: 6.11.25

Design, Access & Energy Statement (2423/MG/REV C)

Update Preliminary Ecological Appraisal, dated January 2025 (Project Ref: 2014/058 (Bi))

Long-term landscape management plan (24-096 / LD/ LMP001)

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

2. Before the first occupation of the dwellings hereby permitted, the identified windows below shall be fitted with Pilkington Level 4 obscured glazing or equivalent and shall be permanently retained in that condition thereafter.

Plot 1- First floor bathroom

Plot 2- First floor bathroom

Plot 3- First floor two ensuite bathrooms and bathroom

Plot 4- First floor bathroom

Reason: To protect the amenities of adjoining/nearby properties from unacceptable overlooking/loss of privacy and represent quality design in accordance with policy SWDP21 of the South Worcestershire Development Plan (2016) and the relevant aims and objectives of the National Planning Policy Framework.

3. No dwelling hereby approved shall be first occupied until the vehicular access and turning facilities as shown on Drawing No. 24022-C104-P0 from the Residential Access Report (dated 6/11/2025) have been provided in full. These areas shall thereafter be retained and kept available for their respective approved uses at all times.

Reason: In the interests of highway safety and to ensure safe and suitable access for all users and in accordance with SWDP4 of the South Worcestershire Development Plan (2016) and the relevant aims and objectives of the National Planning Policy Framework.

4. No dwelling hereby approved shall be first occupied until the vehicular parking facilities for that dwelling have been provided generally in accordance with the vehicle parking plan shown on Page 16 of the Design Statement (document reference 2423/MG/REV C). Thereafter, the approved vehicle parking shall be kept available for the parking of vehicles only, at all times.

Reason: To ensure the free flow of traffic amongst the local highway network and in accordance with SWDP4 of the South Worcestershire Development Plan (2016) and the relevant aims and objectives of the National Planning Policy Framework.

5. No dwelling hereby approved shall be first occupied until sheltered and secure cycle parking as shown on Drawing No. 2423-501 Rev A has been provided for that dwelling. Thereafter, the approved cycle parking shall be kept available for the parking of bicycles only.

Reason: To comply with the Council's parking standards and in accordance with SWDP4 of the South Worcestershire Development Plan (2016) and the relevant aims and objectives of the National Planning Policy Framework.

6. The Development hereby approved shall not commence until a Construction Traffic Management Plan has been submitted to and approved in writing by the Local Planning Authority. This shall include but not be limited to:-
 - Measures to ensure that vehicles leaving the site do not deposit mud or other detritus on the public highway, including wheel washing facilities.
 - Details of hours of operation and site operative parking areas.
 - The hours that delivery vehicles will be permitted to arrive and depart, and arrangements for unloading and manoeuvring.
 - Temporary traffic management arrangements.
 - Mitigation for impacts on residents.

The measures set out in the approved Plan shall be carried out and complied with in full during the construction of the development hereby approved. Site operatives' parking, material storage and the positioning of operatives' facilities shall only take place on the site in locations approved in writing by the Local Planning Authority.

Reason: To ensure adequate provision of facilities in the interests of highway safety and in accordance with SWDP4 of the South Worcestershire Development Plan (2016) and the relevant aims and objectives of the National Planning Policy Framework.

NOTES TO APPLICANT

1. Alteration of Highway to Provide New or Amended Vehicle Crossover

This permission does not authorise the Applicant to carry out works within the publicly maintained highway since such works can only be carried out by the County Council's Approved Contractor, Ringway Infrastructure Service who can be contacted by email worcestershirevehicle.crossing@ringway.co.uk. The Applicant is solely responsible for all costs associated with construction of the access.

2. Section 278 Agreement Details

The granting of this planning permission does not remove any obligations on the applicant to undertake a technical design check of the proposed highway improvement works with the Highway Authority (Worcestershire County Council, WCC), nor does it confirm detailed design approval by the Highway Authority until the design check process has been concluded. Upon the satisfactory completion of the technical check the design would be suitable to allow relevant conditions imposed under this permission to be discharged but works to the public highway cannot take place until a legal agreement under Section 278 of the Highways Act 1980 has been entered into to allow the works and the applicant has complied with the requirements of the New Roads and Streetworks Act 1991 (NRSWA) and Traffic Management Act 2004. The person or organisation shall follow the necessary procedure by applying to WCC Streetworks Team for road space for a period to be agreed.

WCC normally use Section 278 to allow the developer to employ a contractor and for that contractor to work on the existing public highway in the same way as if WCC were conducting the works.

When any work is undertaken by a party acting on behalf of a developer on the existing adopted highway it will also be necessary to electronically provide notices to WCC (start date, location, workspace area) to allow these works to take place in accordance with NRSWA. Also, details regarding temporary traffic management controls for works in the public highway are to be submitted to WCC for approval using the online application process.

The applicant is urged to engage with WCC as early as possible to ensure that the approval process is started in a timely manner to achieve delivery of the highway works in accordance with the above-mentioned conditions.

The term "highway improvement works" includes, but is not limited to, a proposed junction or access arrangement, highway drainage, street lighting, structures in or adjacent to highway, and any necessary traffic regulation orders or statutory notice.

3. Section 38 Agreement Details

If it is the Applicant's intention to request the County Council, as Highway Authority, to adopt the proposed roadworks as maintainable at the public expense, then details of the layout and alignment, widths and levels of the proposed roadworks, which shall comply with any plans approved under this planning consent unless otherwise agreed in writing, together with all necessary drainage arrangements and run off calculations shall be submitted to the County Council's Network Control Manager, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP. No works on the site of the development shall be commenced until these details have been approved by the County Council as Highway Authority and an Agreement under Section 38 of the Highways Act, 1980, entered into.

4. Drainage Details for Section 38

It is not known if the proposed roadworks can be satisfactorily drained to an adequate outfall. Unless adequate storm water disposal arrangements can be provided, the County Council, as Highway Authority, will be unable to adopt the proposed roadworks as public highways. The Applicant is, therefore, advised to submit the engineering details referred to in this conditional approval to the County Council's County Network Control Manager, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP at an early date to enable surface water disposal arrangements to be assessed.

5. No Drainage to Discharge to Highway

Drainage arrangements shall be provided to ensure that surface water from the driveway and/or vehicular turning area does not discharge onto the public highway. No drainage or effluent from the proposed development shall be allowed to discharge into any highway drain or over any part of the public highway.

6. Protection of Visibility Splays

The Applicant's attention is drawn to the need to ensure that the provision of the visibility splay(s) required by this consent is safeguarded in any sale of the application site or part(s) thereof.

7. Construction Traffic Management Plan (TEMP)

It is expected that contractors are registered with the Considerate Constructors scheme and comply with the code of conduct in full, but particular reference is made to "respecting the community" this says:

Constructors should give utmost consideration to their impact on neighbours and the public

- Informing, respecting and showing courtesy to those affected by the work;
- Minimising the impact of deliveries, parking and work on the public highway;
- Contributing to and supporting the local community and economy; and
- Working to create a positive and enduring impression and promoting the Code.

The CTMP should clearly identify how the principal contractor will engage with the local community; this should be tailored to local circumstances. Contractors should also confirm how they will manage any local concerns and complaints and provide an agreed Service Level Agreement for responding to said issues. Contractors should ensure that courtesy boards are provided, and information shared with the local community relating to the timing of operations and contact details for a site coordinator in the event of any difficulties. This does not offer any relief to obligations under existing Legislation.

8. Section 171 Licence

A S171 Licence must be obtained from Highways Network Management prior to undertaking any works or excavation of the adopted highway.

9. It should be noted that the proposed outfall headwall, within the adjacent watercourse, will require Ordinary Watercourse Land Drainage Consent. This consent must be approved prior to any works commencing on site. The consent is obtained from the Engineering Section. Please contact Debbie.bowen@wychavon.gov.uk for guidance notes and an application form.

10. The applicant must be aware of their obligations as follows:

No disturbance of, or change to, the surface of the path or part thereof should be carried out without written consent (this includes laying concrete, tarmac or similar).

No diminution in the width of the right of way available for use by the public.

Buildings materials must not be stored on the right of way,

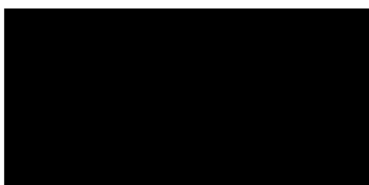
Vehicle movements and parking to be arranged so as not to unreasonably interfere with the public's use of the right of way.

No additional barriers are placed across the right of way.

The safety of the public using the right of way is to be ensured at all times. The Definitive Map is a minimum record of public rights of way and does not preclude the possibility that unrecorded public rights may exist, nor that higher rights may exist than those shown.

11. This approval must be read in conjunction with Outline Planning permission Ref: 20/02370/OUT (Appeal Reference APP/H1840/W/21/3275584) and the conditions attached hereto.

Signed:



Head of Development Management

Date: 30 December 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.**







HPC Minutes 13th January 2026

Final Audit Report

2026-02-16

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