

## HONEYBOURNE NEIGHBOURHOOD PLAN REVIEW

### Steering Group Meeting Minutes

Date: Thursday, 21<sup>st</sup> January 2026

Time: 6:45pm

Venue: Honeybourne Village Hall

#### Present:

Cllr Heath Jobses (Chair - Steering Group and Parish Council), Mr Stuart Nimmo, Mrs Wendy Pickler, Mrs Melanie Bent & Mr Martin Clark

#### In attendance:

Mr Nick Pellegram (Andrea Pellegram Ltd - Planning Consultant) (Virtual)

Mrs Linda Stanton (Clerk) (Virtual)

#### Apologies for Absence:

Cllr S Sidwell (personal), Cllr J Mellor (personal), Cllr S Walsh (personal), Mr Trevor Askew (personal) and Mr I Mellor (personal)

#### 1. Apologies for Absence

Apologies have been received and noted as above.

#### 2. Declaration of Interest

No declarations of interest were made.

#### 3. Approval of Previous Minutes (13<sup>th</sup> November)

**Resolved:** The minutes of the Steering Group meeting held on 13<sup>th</sup> November 2025 were approved as a true and accurate record.

The Chair clarified the remit of the Neighbourhood Plan Review, noting that it addresses land use planning policies and development matters, rather than operational maintenance matters which fall under the responsibility of other authorities and service providers.

#### 4. Proposed NPPF Reforms – Implication for Neighbourhood Plan Review

Nick Pellegram presented the briefing note on the proposed National Planning Policy Framework (NPPF) reforms (**Appendix A**), which outlined significant changes to the planning system expected to come into force in May 2026.

The new framework introduces a four-tier planning system:

1. National Planning Policy Framework (NPPF) - national level policies
2. Spatial Development Strategies (SDS) - new strategic documents across combined authority areas setting out 20+ year growth strategies
3. Local Plans - district/borough level (e.g., South Worcestershire Development Plan)
4. Neighbourhood Plans - parish level

Key implications discussed included:

- The consultation on the draft NPPF closes on 10th March 2026, with the new NPPF expected to be published in May 2026
- Neighbourhood Plans not submitted for Regulation 15 before the new NPPF is published must comply with the new framework
- Policies that do not comply will be given "very limited weight" in decision-making

- The new NPPF prohibits duplication of national policies and requires stronger evidence to justify local policies
- Stricter requirements for Local Green Space designation - land must be "close" (rather than "reasonably close") to the community it serves
- Greater emphasis on identifying and evidencing existing community facilities, rights of way, sports facilities, and non-designated heritage assets

Following discussion, the Steering Group noted that as the Review is unlikely to reach Regulation 15 before mid-2026, aligning draft policies with the new framework requirements from the outset would ensure they carry full weight in decision-making. The timing was considered advantageous as the Review process provides an opportunity to adapt policies accordingly.

**RECOMMENDED:** That the Parish Council approves proceeding with the Neighbourhood Plan Review on the assumption that the new NPPF will apply, with draft policies prepared to align with the new framework requirements.

## 5. Progress on Steering Group Assignments (Deadline 3<sup>rd</sup> January 2026)

The Steering Group reviewed progress on the assigned evidence-gathering tasks:

### i) Flood Prevention & Infrastructure (Appendix B)

It was noted that before work commences on the flooding policy, further information needs to be collected to provide robust evidence. This should include a local incident case log, photographic evidence, and historic flooding information to substantiate policy requirements.

**ACTION:** Mrs W Pickler to forward photographs and evidence of flooding incidents to Mr S Nimmo; Mr S Nimmo to compile information and forward to the Clerk for submission to the consultant.

### ii) Footpaths, Cycle Paths & Bridleways (Appendix C)

Work on the Public Rights of Way Network policy can be started, with further information able to be supplemented as the policy develops. The feasibility of providing a cycle lane to the school will also be investigated.

**ACTION:** Consultant to commence work on Rights of Way policy with information provided.

### iii) Environment & Heritage (including Non-designated Heritage Assets) (Appendix D)

A number of important street scenes have been provided. These will be investigated to form the basis of a design code/character gaps policy.

**ACTION:** Consultant to review street scenes and develop design policy framework.

### iv) Community Facilities v) Employment Sites

The Chair confirmed that information for Community Facilities and Employment Sites will be compiled and forwarded to the consultant.

**ACTION:** Chair to provide Community Facilities and Employment Sites information to the Clerk for submission to the consultant as soon as possible.

## 6. Initial Community Survey (Information Gathering)

Nick Pellegram shared the draft survey questions on screen (**Appendix E**) and explained the purpose of the initial survey as an early evidence-gathering exercise to inform policy development, separate from the formal Regulation 14 consultation.

The Steering Group discussed the timing and logistics for launching the survey. It was agreed that the consultant would send the draft questions to the Clerk, who would circulate them to Steering Group members for review and comment.

Once the questions are finalised, the survey will be made available through two channels:

- **Online survey:** Link to be published on the Parish Council website and set up by the consultant
- **Hard copy distribution:** Clerk to arrange printing and distribution to 920 households via Village News in March 2026

**Collection arrangements:**

- Hard copy surveys to be returned to the Parish Council locked letterbox at the Village Hall
- Clerk to contact Wychavon District Council to borrow ballot boxes
- Clerk to contact The Thatched Public House and One Stop shop to enquire if they can host ballot boxes for survey returns

It was confirmed that Nick Pellegram/Andrea Pellegram Ltd will analyse the returned survey results.

**ACTIONS:**

- Consultant to send draft survey questions to the Clerk
- Clerk to circulate draft questions to Steering Group members for comments
- Clerk to arrange printing and distribution via Village News once questions finalised
- Clerk to contact Wychavon District Council regarding ballot box loan
- Clerk to contact The Thatched and One Stop regarding hosting ballot boxes
- Consultant to analyse survey results

## 7. Community Infrastructure Assessment

The Steering Group reviewed the Community Infrastructure Assessment (**Appendix F**), which included contributions from the Clerk, Mr I Mellor, Cllr J Mellor, and Mr Martin Clark.

The assessment documents existing facilities, evaluates quality and capacity for future needs, and identifies gaps using the standard methodology applied across Neighbourhood Plans to justify policies and secure developer contributions.

The work will continue to be developed to support the evidence base for the Neighbourhood Plan Review.

## 8. Local Green Spaces Review (EDI) (Appendix G)

The Steering Group reviewed existing Local Green Space designations and considered potential new designations in light of the proposed NPPF requirements.

- Mill Mound (Site 2)** The consultant will investigate the merits of designating Mill Mound as either a Local Green Space or as a non-designated heritage asset, taking into account ownership and access considerations.
- Allotments (Site 13)** The allotments, which are leased by the Parish Council from Heart of England Forest, were discussed in the context of the new NPPF requirement that Local Green Space must be "close" to the community it serves. It was agreed to gather additional evidence to support the designation and to also identify the allotments as a community facility in the Infrastructure Assessment.
- Sports Field (Site 9)** It was agreed that the Sports Field designation should protect the playing field itself but exclude the sports field building, to maintain flexibility.

Potential new designations:

- **Site 14 (Village Hall area and Fallow Field)** The village hall building area would not be designated as open space to maintain flexibility. The play area at Fallow Field would be protected as open space.
- **Site 15 (Owl Homes development)** This site would be protected as open space.

For Sites 14 and 15, it was clarified that designation as open space would provide planning protection only and would not transfer ownership or maintenance responsibilities to the Parish Council, which would

remain with the landowner. This is in accordance with government Planning Practice Guidance, which states that management of land designated as Local Green Space remains the responsibility of its owner.

**ACTIONS:**

- Consultant to review Mill Mound designation options and gather additional evidence for Mill Mound and Allotments designations
- Allotments to be identified as a community facility in the Infrastructure Assessment

**9. Train Station Capacity and Policy (Appendix H)**

Due to time constraints, this item was deferred to the next meeting. It was noted that parking arrangements at the station would be discussed at that time.

**10. Housing Mix Requirements**

This item was deferred to the next meeting.

**11. Programme and Timeline**

This item was deferred to the next meeting.

**ACTION:** Consultant to provide briefing notes for items 9-11 for the next meeting

**12. Actions and Next Steps**

Due to time constraints, this item was deferred to the next meeting. Actions arising from this meeting are recorded under the relevant items in these minutes.

**13. Date of Next Meeting**


The next meeting will be held on Wednesday, 25th February 2026 at 6:45pm at Honeybourne Village Hall. The consultant and Clerk will attend virtually.

**Meeting closed at 9:00pm**

**Background Papers:**

The following appendices were circulated with the meeting agenda dated 12th January 2026:

- Appendix A: Briefing note from Andrea Pellegram Ltd (Proposed NPPF Reforms)
- Appendix B: Flood Prevention & Infrastructure
- Appendix C: Footpaths, Cycle paths & Bridleways
- Appendix D: Environment & Heritage (including Non-designated Heritage Assets)
- Appendix E: Draft survey questions
- Appendix F: Community Infrastructure Assessment
- Appendix G: Local Green Spaces Review (ED1)
- Appendix H: Train timetable & Travel to work Areas (TTWA)
- Appendix I: SHMA (Strategic Housing Market Assessment)

Signed:   
[Heath Jobes \(Mar 14, 2026 06:15:57 GMT\)](#)

Date: 14/Mar/26

(Chair)






# 3.Steering\_Group\_Minutes\_ 21st Jan 2026

Final Audit Report

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