

**HONEYBOURNE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held at Honeybourne Village Hall, Harvest Close,  
Honeybourne WR11 7RH  
on Tuesday 12th May 2026**

**Members present:** Cllrs: H Jobes, B Dubb, A Attridge, C Clear, G Clelland, A Mathias, J Mellor and S Sidwell

In accordance with s15(1) of the Local Government Act 1972 and Standing Orders 5(f) and 5(g), Cllr Jobes presided as outgoing Chairman and Cllr Dubb held office as outgoing Vice-Chairman pending the election of Chairman at agenda item 26/717 and Vice-Chairman at agenda item 26/718.

**Absent:** Cllr S Walsh (apology received after the meeting — personal emergency)

**In attendance:** Parish Clerk, Linda Stanton  
County & District Cllr H Robson (Arrive at 6:30 pm – departed 8:20pm)  
District Cllr J Ciotti (Arrive at 6:45pm – departed 8:20pm)  
2 members of public

**26/717 Election of Chairman**

It was proposed by Cllr Attridge and seconded by Cllr Dubb that Cllr Jobes be elected as Chairman of the Council for 2026/2027. There being no other nominations, it was unanimously:

**Resolved:**

That Cllr H Jobes be elected as Chairman of Honeybourne Parish Council for 2026/2027. Cllr Jobes signed the Declaration of Acceptance of Office accordingly.

**26/718 Election of Vice-Chairman**

It was proposed by Cllr Jobes and seconded by Cllr Attridge that Cllr Dubb be elected as Vice-Chairman for 2026/2027. There being no other nominations, it was unanimously:

**Resolved:**

That Cllr B Dubb be elected as Vice-Chairman of Honeybourne Parish Council for 2026/2027. Cllr Dubb signed the Declaration of Acceptance of Office accordingly.

**26/719 Apologies**

Apologies were received from Cllr S Walsh (personal emergency — apology received after the meeting).

**26/720 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
H Jobes	<b>Item 26/725(f)</b> Schedule of Payments — grant payment to Honeybourne Village Hall and venue hire invoice payable to Honeybourne Village Hall	DPI – Village Hall Trustee and Treasurer	
	<b>Item 26/725(f)</b> Schedule of Payments — grant payment to Friends of Honeybourne Station	ODI - Friend	

	<b>Item 26/725(f)</b> Schedule of Payments — grant payment to Honeybourne Allotment Gardens Association <b>Item 26/729 (b)</b> Allotment Plot Licence	DPI – plot holder DPI – plot holder
B Dubb	<b>Item 26/725(f)</b> Schedule of Payments — grant payment to Honeybourne Allotment Gardens Association <b>Item 26/729 (b)</b> Allotment Plot Licence	DPI – Plot holder and treasurer for HAGA DPI- Plot holder and treasurer for HAGA
G Clelland	<b>Item 26/725 (f)</b> – Schedule of payment -Invoice payable to Limebridge Rural Services	ODI- friend
J Mellor	<b>Item 26/725(f)</b> Schedule of payment – grant payments to Honeybourne Village news <b>Item 26/725(f)</b> Schedule of payment – grant payment to Honeybourne Allotment Gardens Association <b>Item 26/729(b)</b> Allotment Plot Licence	ODI -Committee member of Village News DPI – Plot holder DPI- Plot holder

#### 26/721 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 starts.

There were no requests for dispensation.

#### 26/722 Open Session

There were no matters raised by members of the public, noting that reports from supporting organisations had been received at the Annual Parish Meeting held earlier that evening at 6:30pm.

County and District Cllr H Robson and District Cllr J Ciotti were present. Their written reports had been provided at the Annual Parish Meeting held earlier that evening.

#### 26/723 Adoption of Minutes

The minutes of the Parish Council meeting held on 14th April 2026 were presented for adoption. Members noted a typographical error in the date shown on the minutes, which had been recorded as 13th April 2026 and should read 14th April 2026. It was unanimously:

**Resolved:**

That the minutes of the Parish Council meeting held on 14th April 2026, as amended to correct the date, be approved as an accurate record and signed by the Chairman.

#### 26/724 Annual Business Meeting

##### i. Appointments to Standing Committees

##### a) Environment Committee

It was unanimously:

**Resolved:**

That Cllrs Attridge, Clear, Clelland, Jobses and Sidwell be appointed to the Environment Committee for 2026/2027 and that the Terms of Reference be re-adopted.

##### b) Staffing Committee

It was unanimously:

**Resolved:**

That Cllrs Attridge, Jobses, Mathias and Walsh be appointed to the Staffing Committee for 2026/2027 and that the Terms of Reference be re-adopted.

**ii. Appointments to Working Groups**

**a) Christmas Light Switch On Event Working Group**

It was unanimously:

**Resolved:**

That Cllrs Dubb, Jobs, Mellor, Mathias and Sidwell be appointed to the Christmas Light Switch On Event Working Group for 2026/2027 and that the Terms of Reference be re-adopted.

**b) NDP Review Steering Group**

It was unanimously:

**Resolved:**

That Cllr H Jobs, Cllr J Mellor, Cllr S Walsh, Cllr S Sidwell, Mr T Askew, Mr I Mellor, Mr M Clark, Mrs M Bent, Mrs W Pickler and Mr S Nimmo be appointed to the NDP Review Steering Group for 2026/2027 and that the Terms of Reference be re-adopted.

**iii. Governance Arrangements**

It was unanimously:

**Resolved:**

a) That the Council confirms that Councillors' Registers of Interests are published and up to date on both the Parish Council website and Wychavon District Council website, in accordance with s29(1) of the Localism Act 2011.

It was unanimously:

**Resolved:**

b) That the Council confirms Councillors' commitment to abide by the Local Government Association's Model Code of Conduct.

It was unanimously:

**Resolved:**

c) That the Council reaffirms its commitment to the Civility and Respect Pledge.

It was unanimously:

**Resolved:**

d) That the Council adopts the updated NALC Model Standing Orders (April 2025).

It was unanimously:

**Resolved:**

e) That the Council adopts the updated Financial Regulations (March 2025).

It was unanimously:

**Resolved:**

f) That the Council adopts the updated Data Protection Policy (Version 2).

**26/725 Finance**

**a) Review of Asset Register**

Members noted that the Asset Register had been reviewed and updated on 28th April 2026.

**Noted:** That the Asset Register be noted.

**b) Insurance**

Members noted that the Council's insurance is provided by Ecclesiastical Insurance through Clear Councils Insurance and is not due for renewal until 1st September 2026. It was confirmed that all Parish Council assets are insured and that the level of cover is adequate.

**Resolved:**

That the insurance arrangements and adequacy of cover be confirmed.

**c) Review of Annual Subscriptions**

Members noted the Council's annual subscriptions to the National Association of Local Councils/Worcestershire CALC, Society of Local Council Clerks, Data Protection Annual Fee, Institute of Cemetery and Crematorium Management, Scribe Account and cemetery software, Office 365 and Adobe Creative.

**Noted:** That the annual subscriptions be noted.

**d) Appointment of Internal Auditor**

It was unanimously:

**Resolved:**

That DKE Audit Services be appointed as internal auditor for 2026/2027 at a fee of £295.00 plus mileage expenses at the HMRC rate.

**e) Direct Debits**

Members considered the continuation of existing Direct Debits. Members noted that the EE direct debit would remain in place and would be cancelled upon receipt of the final bill, following the transfer of the mobile phone contract to Lebara. It was unanimously:

**Resolved:**

That the continuation of Direct Debits for BT, EE, British Gas, Information Commissioner's Office, SSE Business Solutions, Water Plus and Lloyds Bank fees be approved.

**f) Schedule of Payments — May 2026**

The Clerk presented the schedule of payments for May 2026. Cllrs Jobes, Dubb, Clelland and Mellor, having declared interests earlier in the meeting, abstained from the vote. It was:

**Resolved:**

That the schedule of payments for May 2026 be approved. (4 in favour, 4 abstentions.)

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
805658704	Direct Debit	British Gas	Pavilion power and heating	68.86	3.44	72.30
V02443719643	Direct Debit	EE	PC mobile phone	10.48	2.10	12.58
M011 GN	BACS	British Telecom	Regular charge (1st Apr–30th Apr 2026)	36.95	7.39	44.34
INV11988120	Direct Debit	Water Plus	Pavilion water	16.56	-	16.56
481198227	Direct Debit	Lloyds Bank	Accounts Maintenance Fee — Community Account xxxxx608 (10th Feb–9th Mar 2026)	4.25	-	4.25
IVO4314197	Direct Debit	SSE Energy Solution	Unmetered footway lighting	350.14	71.72	430.31
587	BACS	DTH Churchyard & Cemetery Services	Grave digging fee — 27th April 2026	450.00	-	450.00

589	BACS	DTH Churchyard & Cemetery Services	Grave digging fee — 6th May 2026	450.00	-	450.00
10042	BACS	Worcestershire CALC	Annual subscription including NALC affiliation fee	1,181.36	207.43	1,388.79
SI-447	BACS	Andrea Pellegram Ltd	Written response on behalf of HPC — planning application W/26/00521/RM	900.00	180.00	1,080.00
SI-452	BACS	Andrea Pellegram Ltd	Management of online survey; transcription of 78 physical surveys; analysis of responses and production of consultation report	1,704.00	340.80	2,044.80
SI-451	BACS	Andrea Pellegram Ltd	Preparation and attendance of virtual meeting; research and advice on housing allocations; employment facilities evidence; NDP framework work	376.00	75.20	451.20
April	BACS	J Hyde	Handyman work	161.00	-	161.00
April	BACS	J Hyde	Lengthsman work	98.35	-	98.35
SI-10729	BACS	Security 4 Systems	Monthly IT support	77.50	-	77.50
Tax month 2	BACS	Worcestershire Pension	Pension	788.72	-	788.72
Tax month 2	BACS	Staff salary	Staff salary	2,371.29	-	2,371.29
Tax month 2	BACS	HMRC	HMRC	993.53	-	993.53
3751	BACS	Limebridge Rural Services	Grounds maintenance	1,570.00	314.00	1,884.00
3752	BACS	Limebridge Rural Services	Cemetery tree works — partial completion *	825.00	165.00	990.00
3437	BACS	ARC Ground Care	Install phase 2 gravel band including transport and removal of soil — funded by S106 monies **	35,210.00	7,042.00	42,252.00
3438	BACS	ARC Ground Care	Additional cost for fertiliser and fuel arising from global commodity price increase — S106 reimbursement claim submitted **	1,100.00	220.00	1,320.00
CG1418	BACS	Honeybourne Village Hall	Venue hire — council meetings and office use, Qtrs 1 & 2	602.50	-	602.50
6190400788	BACS	Lyreco UK Ltd	Printer ink and stationery	441.24	88.25	529.49
26/711(a)(i)	BACS	Honeybourne Village News	Grant — contribution toward printing costs and Canva software	500.00	-	500.00

26/711(a)(ii)	BACS	Friends of St Egwin's Church	Grant — printing of information leaflet and purchase of yard broom and dustpan	150.00	-	150.00
26/711(a)(iii)	BACS	Honeybourne Village Hall	Grant — afternoon tea for over 60s and outdoor furniture for Thursday coffee morning	500.00	-	500.00
26/711(a)(iv)	BACS	Friends of Honeybourne Station	Grant — installation of two additional planters on Platform 2	500.00	-	500.00
26/711(a)(v)	BACS	HAGA	Grant — purchase of 18V cordless brush cutter	479.00	-	479.00

**Prepaid Debit Card**

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
Receipt NG2v	2nd Apr 2026	Vale Wildlife Hospital	Wooden planter — Buckle Street village entrance sign	17.00	-	17.00
Auth code 593846	2nd Apr 2026	Post Office Ltd	Recorded delivery — completed survey to planning consultant	11.25	-	11.25
G0043405038	21st Apr 2026	Lebara	SIM card — PC mobile	4.17	0.83	5.00
IEN20260023785738	26th Apr 2026	Adobe Creative	Software subscription	16.64	3.33	19.97

\* Cemetery Tree Works — Partial Completion: The grounds contractor attended the cemetery to carry out the approved tree works. The section of the tree in close proximity to electrical cabling was completed as a priority on health and safety grounds. The remaining 50% of the works could not be undertaken as active bird nests were identified in the tree. Further works are prevented under the Wildlife and Countryside Act 1981 until the nesting season has concluded, at which point the contractor will return to complete the outstanding works. The contractor has invoiced for 50% of the agreed cost only, reflecting the works completed to date.

\*\* Gravel Band Installation / S106 Funding: The cost of gravel band installation and associated costs is met from S106 monies received from Wychavon District Council. A reimbursement claim for fertiliser and fuel costs has been submitted to WDC and payment is awaited.

**g) Bank Reconciliation — April 2026**

It was unanimously:

**Resolved:** That the bank reconciliation for April 2026 be approved.

Bank Reconciliation at 30/04/2026		
Cash in Hand 01/04/2026		117,618.46
ADD Receipts 01/04/2026–30/04/2026		62,664.45
		180,282.91
SUBTRACT Payments 01/04/2026–30/04/2026		12,791.23
<b>Cash in Hand 30/04/2026 (per Cash Book)</b>	<b>A</b>	<b>167,491.68</b>
Cash in hand per Bank Statements		

Petty Cash	30/04/2026	0.00	
Lloyds Business Bank Instant	30/04/2026	160,087.81	
Lloyds Treasurers Account	30/04/2026	7,277.09	
Prepaid Debit Card Equals	30/04/2026	126.78	167,491.68
Less unrepresented payments			
Plus unrepresented receipts			167,491.68
<b>Adjusted Bank Balance</b>		<b>B</b>	<b>167,491.68</b>
<b>A = B Checks out OK</b>			

#### h) For Noting — Precept and Grant

Members noted receipt of the 2026/2027 Precept (instalment 1) of £56,736.00 and the 2026/2027 Grant (instalment 1) of £2,737.00.

#### i) For Noting — VAT Reclaims

Members noted receipt of the outstanding VAT reclaim for the period 1st March 2024 to 31st March 2024 of £358.54, identified during a review of the Council's VAT records.

Members noted receipt of the VAT reclaim for the period 1st January 2026 to 31st March 2026 of £1,294.07.

#### 26/726 Chairman's Report

The Chairman advised that his Annual Report for 2025/2026 had been presented in full at the Annual Parish Meeting held earlier that evening and that a copy is available on the Parish Council website. There were no additional matters to report.

#### 26/727 Parish Clerk's Report

The Clerk presented her report. Members noted the updates on ongoing matters as follows:

a) Sports Field Drainage Improvement Project Phase 2 — Installation of gravel bands	Work completed. A quantity of topsoil arising from the works was delivered to the allotment site for use by plot holders and a further quantity delivered to the Leys for backfilling ground cracks during dry weather periods. The remaining topsoil was disposed of by the contractor. WDC has been invoiced for the S106 claim.
b) Annual Governance and Accountability Return (AGAR) 2025/2026	The AGAR has been completed and submitted to PKF Littlejohn, external auditor.
c) Lengthsman's agreement with WCC	Agreement has been signed for 2026/27 on behalf of the Council.
d) Village Planters	Summer bedding plants have been ordered for the village planters.

**Noted:** That the report be noted

#### 26/728 Correspondence & Circulations Received

The Clerk presented the correspondence received since the last meeting. All items were noted.

a) Honeybourne Allotment and Garden Association (HAGA)	Thank you email from the Chair of HAGA acknowledging receipt of grant and expressing gratitude to the Parish Council for supporting the grant which will enable the purchase of a brush cutter for maintenance of vacant plots.
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b) Friends of Honeybourne St. Ecgwin's Church	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council for reviewing and approving their application.
c) Friends of Honeybourne Station	Thank you letter acknowledging receipt of grant of £500 towards the cost of installing two new planters on Platform 2. Conditions of the grant are acknowledged and receipts will be forwarded in due course.
d) Honeybourne Village News	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council. Invoices to cover the grant funding will be provided in due course.
e) Honeybourne Village Hall	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council. Invoices will be provided in due course.
f) Citizens Advice South Worcestershire	Thank you letter from the Chief Executive Officer acknowledging the Council's financial support. The funding will be used to support the delivery of core advice and information services to residents in rural communities across South Worcestershire. Payment is pending receipt of invoice.
g) West Mercia — Fraud and Scam	West Mercia Police Economic Crime Unit Monthly Bulletin, April 2026. Circulated to members.
h) West Mercia — Operation Flare	Update from West Mercia Police regarding Operation Flare. Eleven members of a car key burglary gang with links to Wychavon were sentenced at Worcester Crown Court in April 2026 to a combined total of 94 years and eight months, following the theft of nearly 100 vehicles valued at approximately £3.5 million between May and August 2024. Circulated to members.
i) DKE Audit Services	Response from Duncan Edwards acknowledging the Council's thanks for completing the internal audit for 2025/26.
<b>Noted:</b> That the correspondence be noted.	

## 26/729 Environment & Community Wellbeing

### a) Provision of Additional Dog Waste Bins

Members considered the Clerk's report regarding requests from residents for additional dog waste bins in the village.

Prior to the vote being taken, it was resolved that Standing Orders 3(e) and (f) be suspended under Standing Order 26(a) at 8:10pm to permit a member of the public to address the Council, the open session having concluded.

A resident addressed the Council advising that the bins previously located on the Bramble Chase Estate open space had been removed at the request of residents of the estate, who did not wish to fund the emptying costs for users from outside the estate. The resident indicated that if the Parish Council was willing to meet the costs of bin provision, this would be welcomed by residents.

District Cllr Ciotti suggested an alternative location for consideration. Members noted that the Clerk's report had addressed this location, which had been assessed during the joint site visit conducted by the Clerk with officers from both Worcestershire County Council Highways and Wychavon District Council Street Scene and Amenities. Both officers confirmed that the location was on private land and not adopted highway land. Installation on private land was not possible on two grounds: the Council's insurance would not cover any liability arising from equipment installed on private land; and Wychavon District Council, as the installing authority, confirmed it would not install bins on private land. The findings of the joint site visit were set out in full in the Clerk's report.

Standing Orders were resumed at 8:15pm.

**Proposal 1:** It was proposed and seconded that the Council should not install a bin on Station Road on the grounds that there is already sufficient bin provision on both sides of Station Road and that, having regard to the distances involved, the existing provision is adequate to serve the open space. On being put to the vote, this was carried (7 in favour, 1 abstention).

**Proposal 2:** A proposal was made to install a dog waste bin on Station Road. There was no seconder and the proposal therefore fell.

Members noted that the Council may consider the installation of a bin on Station Road in the future should there be a demonstrated need.

It was unanimously:

**Resolved:**

That the Council approves the installation of one dog waste bin at the entrance to public footpath HY-527 on Stratford Road, being the location confirmed as suitable by Worcestershire County Council Highways and Wychavon District Council Street Scene and Amenities officers following a joint site visit; and approves the associated capital expenditure of £473.78 for the supply and fitting of the bin, to be funded from the Environment budget; and notes that the annual emptying cost of £194.74 per annum will commence immediately upon installation and will be met from the Environment budget in the current financial year.

Item	Cost
1 x dog bin (supply)	£350.00
1 x fitting	£44.82
Subtotal	£394.82
20% admin fee (WDC)	£78.96
<b>Total capital cost</b>	<b>£473.78</b>
1 x annual emptying	£162.28 pa
20% admin fee on emptying	£32.46 pa
<b>Total annual emptying cost</b>	<b>£194.74 pa</b>

**b) Allotment Plot Holder Licence**

Cllrs Jobes, Dubb and Mellor, having declared Disclosable Pecuniary Interests as plot holders earlier in the meeting, left the meeting at 8:20pm prior to consideration of this item. Cllr Attridge took the Chair.

Members considered the Clerk's report and the revised Allotment Plot Holder Licence (Version 2, May 2026), together with the supporting Structure Application Form and Wildlife Pond Application Form. During discussion, members noted the purpose of the revised licence in consolidating all relevant provisions into a single comprehensive document for the first time, providing clarity and protection for plot holders, HAGA and the Council. The Clerk confirmed that the revised documents had been prepared to reflect the current governance arrangements and to ensure that the Council's position as statutory allotment authority was properly documented. Members acknowledged the thoroughness of the revised documentation. Following consideration, it was unanimously:

**Resolved:**

That the Council approves the revised Allotment Plot Holder Licence (Version 2, May 2026) for issue to all current plot holders with effect from 1 April 2026; and authorises the Parish Clerk to issue the revised licence to all current plot holders and to forward the Structure Application Form and Wildlife Pond Application Form to HAGA for use in the day-to-day management of the allotment site.

Members noted the Structure Application Form (Version 1, May 2026) and Wildlife Pond Application Form (Version 1, May 2026).

Cllrs Jobes, Dubb and Mellor returned to the meeting at 8:35pm and Cllr Jobes resumed the Chair.

**c) Neighbourhood Development Plan Review — Housing Site Allocations and Call for Sites**

Members considered the Clerk's report setting out the recommendation of the NDP Review Steering Group meeting of 28th April 2026 that the Parish Council proceed with housing site allocations and a formal Call for Sites process as part of the Neighbourhood Plan Review (Option 2).

Members noted the findings of the community survey Engagement Report prepared by the Planning Consultant, Andrea Pellegram Ltd, which confirmed that 67% of respondents supported the Neighbourhood Plan allocating housing sites. Members also noted the advice received from Wychavon District Council regarding the available sites assessed through the Strategic Housing Land Availability Assessment (SHELAA) process and the importance of allocating new sites without existing planning permission to give the plan greater weight and longevity.

During discussion, a Councillor who is also a member of the Steering Group advised that whilst she had initially had reservations about proceeding with a Call for Sites, having considered the matter in detail she was satisfied that the exercise was necessary to produce a robust and up-to-date Neighbourhood Plan that would provide effective protection against speculative development. Another member of the Council proposed that the Council should accept the recommendation of the Planning Consultant and the Steering Group and proceed accordingly.

Members noted the budget position, including the grant funding received from Wychavon District Council and the financial consequence of any resolution to pause or abandon the review. Following consideration, it was unanimously:

**Resolved:** That the Full Parish Council:

- I. Notes and accepts the recommendation of the NDP Review Steering Group meeting of 28th April 2026;
- II. Approves proceeding with housing site allocations as part of the Honeybourne Neighbourhood Plan Review 2026;
- III. Authorises the Planning Consultant to proceed with a formal Call for Sites process, the costs of which will be met from within the approved Neighbourhood Plan Review budget; and
- IV. Delegates authority to the Clerk, in consultation with the NDP Review Steering Group Chair, to commission work required to progress the Call for Sites process within the approved budget.

#### d) Honeybourne Station Car Park — Lighting, Stephenson Way Residents

Members noted the response received from Great Western Railway confirming that the station lighting matter had been reviewed. GWR advised that lighting is controlled by digital lux sensors responding to ambient light levels, that Platform 2 lighting is reduced by over 50% during night-time hours and Platform 1 and car park lighting to 75%, and that lighting shields had been installed on 15 lighting columns in January 2026. GWR confirmed that no further actions are currently planned, with ongoing monitoring in place.

Cllr Clelland advised that the resident had raised their concerns with him directly, and that he had informed the resident that the Clerk was looking into the matter. Cllr Clelland enquired whether the resident had since been informed of the outcome. The Clerk advised that the identity of the resident was not known to the Clerk as the matter had been raised via Cllr Clelland rather than directly with the Clerk. Members noted that as the GWR response formed part of the published agenda pack it was a public document. It was agreed that Cllr Clelland would share the GWR response with the resident accordingly.

**Noted:** That the response from Great Western Railway be noted and that Cllr Clelland would pass the response to the resident who had raised the original concern.

### 26/730 Committee & Working Groups Reports

There were no committee or working group reports to receive.

### 26/731 Planning

#### a) Members to respond to planning applications

WDC ref	Site Address	Proposal
W/26/00457/HP	Baylis Hill, Stratford Road, Honeybourne, WR11 8PR	Replacement outbuilding forming garage building with room above for ancillary use.

Members considered the application. It was unanimously:

**Resolved:**

That the Council makes no objection on application W/26/00457/HP.

W/26/00971/DEM

Land at OS 1026 4295, Gloster Ades Road, Honeybourne

Prior Notification for the proposed demolition of five buildings at Honeybourne Airfield.

Members considered the Clerk's report. Members noted that this is a Prior Notification application under the Town and Country Planning (General Permitted Development) (England) Order 2015, Schedule 2, Part 11, Class B, and that the demolition is already permitted development. The Council's response is therefore confined to the method of demolition and the proposed restoration of the site only. Members noted the public rights of way recorded in the immediate vicinity of the site, including Footpath 519(B), and the public safety implications given the proximity of Buildings 3, 4 and 5 to the public highway. It was unanimously:

**Resolved:**

That Honeybourne Parish Council submits a response of no objection to application W/26/00971/DEM, subject to the following observations being communicated to Wychavon District Council:

- i. That demolition works commence no earlier than 1 September 2026, in accordance with the ecological survey recommendations, to avoid the bird nesting season.
- ii. That Heras-type security fencing is erected around all five buildings before any demolition works commence and maintained throughout, given the proximity of Buildings 3, 4 and 5 to the public highway and the risk of unauthorised access, particularly by children.
- iii. That Wychavon District Council satisfies itself that no public right of way recorded on the Worcestershire Definitive Map, including Footpath 519(B), will be obstructed, diverted or interfered with during demolition works, and that any necessary temporary closure or diversion is properly authorised in advance.
- iv. That all demolished materials, spoil and rubble are removed from site on a daily basis and upon completion, with no waste remaining on site at any stage.
- v. That upon completion all welfare facilities, tools, signage and fencing are removed and the site left clean, tidy and safe.

W/26/00953/DEM

Supreme Concrete, Weston Road, Bretforton, Evesham, WR11 7QA

Proposed demolition of various outbuildings.

Members considered the Chair's briefing note. Members noted that this is a Prior Notification application under the GPDO 2015, Part 11, Class B, and that the demolition is already permitted development. The Council's response is therefore confined to the method of demolition and the proposed restoration of the site only. Members noted that the site lies in Bretforton parish but sits on Weston Road adjacent to the Honeybourne parish boundary. It was unanimously:

**Resolved:**

That Honeybourne Parish Council submits a response of no objection to application W/26/00953/DEM, subject to the following observations being communicated to Wychavon District Council:

- i. Method of demolition — The Council is satisfied that the proposed method of demolition is appropriate, subject to all asbestos waste being removed by a licensed contractor before any other works commence, in full compliance with the Control of Asbestos Regulations 2012, and all relevant licences and notifications to the Health and Safety Executive being in place prior to works beginning on site.
- ii. Restoration of the site — The Council notes that the applicant proposes to crush the concrete bases and leave the material on site. The Council requests that any future planning application for redevelopment of the site confirms that the crushed material has been properly assessed and does not give rise to ground contamination or drainage issues.
- iii. Future planning application — The Council notes that the applicant intends to submit a planning application to replace the building lost to fire and requests that it is consulted on that application in the usual way.

**b) Ratification of Formal Representations — W/26/00521/RM**

Members considered the formal representations submitted to Wychavon District Council on 16th April 2026 on behalf of the Council, prior to the extended consultation deadline of 18th April 2026, on Planning Application W/26/00521/RM — Land at Bretforton Road, Honeybourne. The representations

were prepared by the Council's planning consultant, Andrea Pellegram Ltd (Nick Pellegram MRTPI), and submitted by the Parish Clerk. The representations letter is attached at (**Appendix 1 – pages 649 -652**) It was unanimously:

**Resolved:**

That the Council ratifies the formal representations submitted to Wychavon District Council on 16th April 2026 on Planning Application W/26/00521/RM, as prepared by the Council's planning consultant, Andrea Pellegram Ltd, in accordance with the resolution of Full Council at its meeting of 14th April 2026.

**c) Planning Consultation — Neighbouring Parish — Application 26/00622/VARY**

Members considered the Clerk's report on planning application 26/00622/VARY — application for removal of Condition 31 (offsite highway works) of planning permission 12/00484/VARY — Former Long Marston Storage Depot, Campden Road, Lower Quinton, Warwickshire. Applicant: Miller Homes Limited. Stratford-on-Avon District Council.

Members noted that the Council was being consulted as a neighbouring parish, that the highway works required under the Meon Vale conditions had not been commenced or completed, and that the Long Marston Airfield Phase 1 Condition 24 highway works relied upon by the applicant as a substitute had also not been commenced. Members further noted that the response from National Highways appeared to have considered a different condition to the one being applied for. Following consideration, it was unanimously:

**Resolved:**

That the Council authorises the Clerk to submit a formal response to planning application 26/00622/VARY to Stratford-on-Avon District Council raising the following two questions, and asking SDC not to determine the application until Warwickshire County Council Highways has responded and the outstanding matters have been addressed:

- i. What mechanism is in place to ensure the LMA Condition 24 highway works are delivered before Condition 31 is removed, and within what timescale?
- ii. Whether the relevant neighbouring highway authorities — Worcestershire County Council and/or Gloucestershire County Council — were consulted on the southbound traffic impacts on the B4632 corridor south of Long Marston.

**d) Arrow Valley Solar Farm — EN0110033 — Ratification of Scoping Consultation Response**

Members noted that a scoping consultation response had been submitted to the Planning Inspectorate on 24th April 2026, under authority of the Council's resolution of 14th April 2026, ahead of the statutory deadline of 27th April 2026. It was unanimously:

**Resolved:**

That the Council ratifies the scoping consultation response submitted to the Planning Inspectorate on 24th April 2026 in respect of the Arrow Valley Solar Farm — EN0110033.

**26/732 Items for Next Meeting**

Members were reminded to notify the Clerk of items for discussion at the next council meeting by 26th May 2026.

**26/733 Exclusion of Press and Public**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), it was resolved that the public and press be excluded from the meeting to allow for discussion of confidential matters relating to a third party, publication of which would be prejudicial to the public interest.

The member of the public left the meeting at 8:50pm prior to the commencement of the confidential session.

**i) Matter Relating to a Third Party**

**26/734 Date and Venue of Next Meeting**

The next Parish Council meeting was confirmed as Tuesday 9th June 2026 at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne.

The meeting closed at 9:00pm.

Signed: .....  
Chairman, Honeybourne Parish Council

Date: .....  
9th June 2026

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

DRAFT

## **Appendix 1 : Planning Application W/26/00521/RM — Land at Bretforton Road, Honeybourne.**

Dear Ms Desmond

### **PARISH COUNCIL COMMENTS ON PLANNING APPLICATION W/26/00521/RM, LAND AT BRETFORTON ROAD, HONEYBOURNE**

This letter is prepared on behalf of Honeybourne Parish Council to provide comments on Planning Application W/26/00521/RM relating to Land at Bretforton Road, Honeybourne.

The description of the development is as follows:

“Reserved matters application for appearance, landscaping, layout and scale following grant of permission W/25/01580/OUT for the erection of up to 24 dwellings with detailed access.”

The proposal follows the approval of the outline planning application (W/25/01580/OUT), which sought permission for the principle of development and access, with all other matters reserved. Honeybourne Parish Council (HPC) objected to the proposal due to the scheme’s location in the countryside, and the impact on the settlement pattern and conservation area of Honeybourne.

Honeybourne Parish Council would like to see the reserved matters submission deliver a high-quality scheme that responds properly to the sensitivities of the site and addresses the relevant policies in the Honeybourne Neighbourhood Plan (HNP). Where the submitted proposals have taken those policy requirements into account, this is welcomed. However, there remain a number of areas where greater clarification could be given of how the scheme responds to policy. HPC therefore objects to the application but considers that the scheme could be supported if the issues set out below are addressed.

#### **Bungalow provision**

The proposed mix of one-, two-, three- and four-bedroom properties is supported, as it would meet the requirements of H2 Housing Mix. However, given that the scheme delivers only 2 single-storey dwellings out of 24 units (8.3%), the proposal does not comply with Policy H3 in respect of bungalow provision, as it falls significantly below the policy expectation of at least 20% on major sites, unless it can be demonstrated this would be unfeasible/unviable. Whilst a further 2 dwellings are described as dormer bungalows, these are not genuinely single-storey and are not considered policy-compliant due to the inclusion of habitable roofspace and internal stairs. No viability or market evidence has been submitted to justify this shortfall, which is particularly concerning given the well-established need for accessible, level-access homes to support an ageing population and enable downsizing within Honeybourne, as reflected in the Neighbourhood Plan’s supporting evidence base.

To address this conflict with Policy H3, the scheme should include at least two additional bungalows as a minimum, and preferably three, increasing provision to approximately 17–20% of the total units. If this is not considered feasible, Policy H3 states that a clear justification should be provided to show that there is no longer a need or that this would make the scheme unviable.

#### **Building Heights**

Plan P25-3281\_DE\_004\_D\_01 appears to show that proposed dwellings would not exceed the heights of neighbouring existing properties. This would be supported, as it meets the requirement of Policy H5g of the HNP. However, there is a concern regarding the distribution of height across the site, given that evidence from the Landscape Character Assessment and LVIA submitted for the outline proposal (W/25/01580/OUT) highlights that Honeybourne has a strongly nucleated settlement pattern, and therefore that expansion in this location risks creating a more linear or “ribbon” form of development. In this context, a uniform two-storey development along Bretforton road may appear visually prominent and may not represent a sensitive transition in scale. Policies H4c of the Honeybourne Neighbourhood Plan and Policy SWDP 21 seek development to respond positively to landscape character and avoid visually dominant built form at settlement edges. HPC therefore asks if the opportunity could be explored to provide a greater proportion of lower-profile dwellings to better reflect the site’s sensitivity and reinforce the existing settlement pattern.

#### **Community Orchard**

The outline planning permission (W/25/01580/OUT) included a commitment to the provision of a community orchard within the south-west green buffer, as shown on the LVIA and Planting Strategy (Drawing 240289-RAP-DR-L-4002 P01) and referenced within the outline Design and Access Statement. This orchard formed a key part of the landscape-led mitigation strategy, responding directly

to the Landscape Character Assessment, which was intended to mitigate the landscape impact of the scheme and reinforce the village edge, reflecting the Honeybourne's historic orchard character, and deliver biodiversity and community amenity benefits. It is therefore disappointing that the reserved matters submission (W/26/00521/RM) omits any reference to a defined orchard. The detailed landscape plans, supporting documents and Design and Access Statement do not include or explain the removal of this feature, instead relying on more generic planting such as tree avenues, hedgerows and non-orchard species, which do not replicate the benefits or character of a dedicated orchard. Overall, this is considered to conflict with Policies H4, H8 and H9 of the HNP.

In the absence of any clear justification for its removal, it is considered that the applicant should either reintroduce the community orchard as part of the landscape scheme or provide a robust explanation, supported by evidence, demonstrating why this is not feasible and how an alternative approach could deliver equivalent or improved landscape mitigation, and benefits.



## Tree provision

The current layout includes limited street tree provision within urban areas, with only one tree proposed along the main spine road. Street trees play an important role in shaping the character of a development, particularly in a historic village such as Honeybourne where

established areas benefit from a more mature, leafy environment. The site lies close to the historic core of the settlement, and the scheme should therefore seek to reflect and reinforce this aspect of its character. More broadly, National Planning Policy Framework (paragraph 136) expects new development to incorporate tree-lined streets where possible, and the Environment Act 2021 sets a clear direction to increase the percentage of overall tree canopy cover, to increase urban shading, clean air, and increased urban biodiversity, all of which are increasingly relevant due to climate change. In this context, it is considered that a greater emphasis should be placed on incorporating trees within the urban parts of the site, in public locations where they can be secured and maintained in the long term.

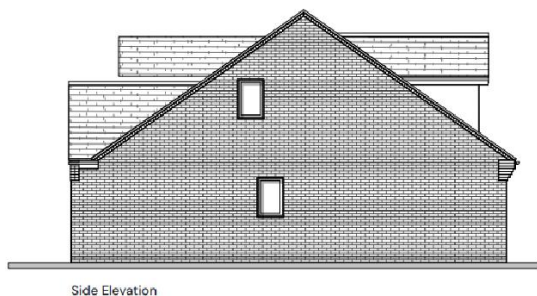
In addition, it appears that some of the species proposed in the landscaping strategy are non-native, which does not fully align with the expectations of HNP Policy H9, where native species are preferred to support biodiversity and local character. Consideration should be given to revising the planting palette accordingly.

## Amenity

Policy SWDP 21 requires development to safeguard the amenity of neighbouring residents by avoiding unacceptable overlooking and ensuring appropriate separation, screening and window orientation. Honeybourne Neighbourhood Plan Policy H5d requires proposals to respect the living conditions of neighbouring occupiers and avoid harmful overlooking through appropriate design.

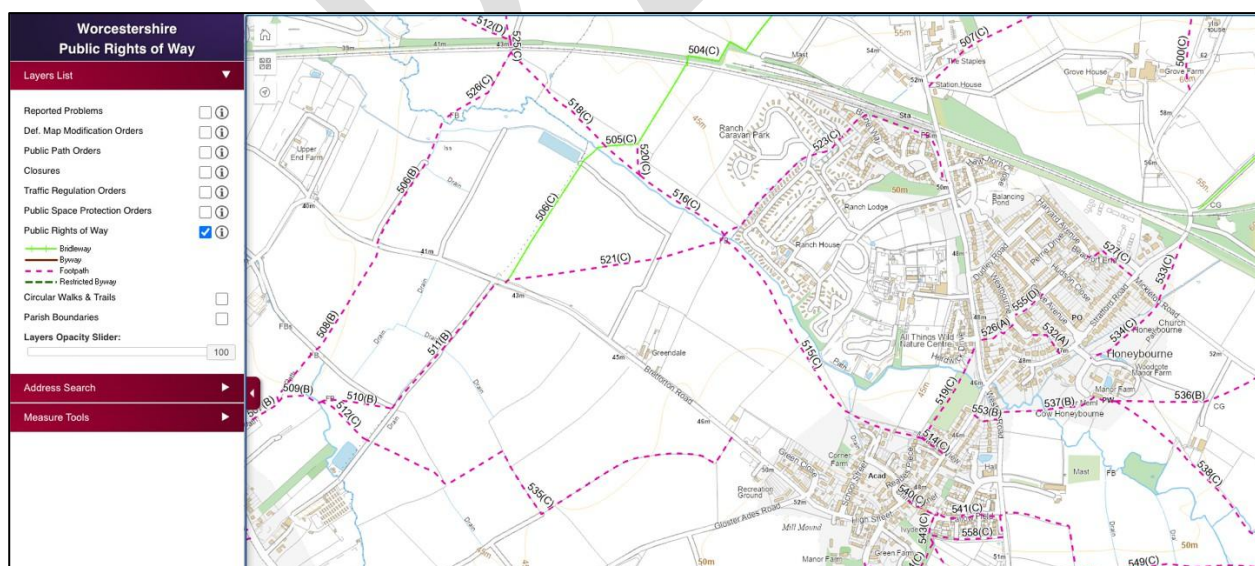
Regarding No. 26, Bretforton Road, which lies immediately adjacent to the site, existing boundary treatment appears limited to a relatively low hedge (circa 2 metres). The landscape proposals indicate this buffer is retained without introducing any enhancements.

There is a concern that the proposed development could generate amenity and privacy impacts for this residence given the amount of built form being introduced and the lack of additional screening. In particular, the Stanton house type elevational drawings indicate a side-facing first-floor window which may overlook into the garden of No. 26, and the documents could clarify whether this window could have obscure glazing to prevent overlooking. Furthermore, the applicant could clarify whether increased buffering has been explored to ensure that neighbouring amenity is protected and to soften the interface with adjoining gardens.



## Footpath 515C

The Parish Council notes that the WCC has identified an opportunity to provide a direct pedestrian and cycle connection from the site to Public Footpath 515(C), which has not been incorporated into the layout. The inclusion of such a link would be supported, particularly given the site's edge-of-settlement location and distance from key services, where improved pedestrian connectivity would help reduce reliance on the private car. The inclusion of such a link would align with Honeybourne Neighbourhood Plan Policy H1, and SWDP 21, which promote well-connected development and prioritise sustainable modes of transport.



## Desire Lines through plot 1-6

There is a potential concern regarding pedestrian connectivity for plots 1–6, where the current layout requires residents of plots 1-6 to double back through the site before reaching Bretforton

Road and the wider village. This may encourage the formation of informal “desire lines” across the south-east corner of the site, leading to erosion of landscaped areas over time. Whilst this may have been considered in the design, it is worth highlighting as a potential improvement.

The provision of a more direct pedestrian link in this location could enhance permeability and make it more tempting to walk into Honeybourne, in line with the objectives of SWDP 21, the principles of Manual for Streets, and Honeybourne Neighbourhood Plan Policy H1, all of which promote safe, convenient and well-connected walking routes.



### Minor comments

The Design and Access Statement (P25-3281\_GD01G) names Taylor Wimpey as the client on the cover page, whereas every other document in the application identifies the client as Hayfield Homes. The Design and Access Statement (paragraph 5.11) states that all homes will be two-storey, but the Building Heights Plan (P25-3281\_DE\_001\_I\_06) clearly shows a mix of 1.0, 1.5 and 2.0 storey units. The Site Layout drawing (P25-3281\_DE\_001\_K\_01) still has a DRAFT watermark.

I trust that the above comments will be given full consideration in the overall assessment of the proposal. Please may I request that HPC are kept informed of any updates or decisions regarding this application, should the Parish Council wish to provide further comment.

Yours sincerely,

**Nick Pellegram MRTPI**

## Honeybourne Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/05/2026</b>			
	Cash in Hand 01/04/2026			117,618.46
	<b>ADD</b>			
	Receipts 01/04/2026 - 31/05/2026			102,353.65
				219,972.11
	<b>SUBTRACT</b>			
	Payments 01/04/2026 - 31/05/2026			72,969.40
<b>A</b>	<b>Cash in Hand 31/05/2026</b> (per Cash Book)			<b>147,002.71</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2026	0.00	
	Lloyds Business Bank Instant	31/05/2026	135,369.70	
	Lloyds Treasurers Account	31/05/2026	11,542.80	
	Prepaid Debit Card Equals	31/05/2026	90.21	
				<b>147,002.71</b>
	Less unrepresented payments			
				147,002.71
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>147,002.71</b>
	<b>A = B Checks out OK</b>			

## Honeybourne Parish Council

# Customer Service Standards

## 1. Purpose

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Honeybourne Parish Council is committed to providing a high standard of service to all residents, businesses, and members of the public who contact the Council. This policy sets out the standards of service that anyone contacting the Council can expect.

## 2. Our Commitment to You

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We will:

- Treat everyone with courtesy, fairness and respect
- Respond to all enquiries promptly and professionally
- Provide clear, accurate and helpful information
- Respect the confidentiality of personal information in accordance with UK GDPR and the Data Protection Act 2018
- Act impartially and without discrimination in accordance with the Equality Act 2010
- Keep you informed of the progress of your enquiry where a response will take longer than expected
- Acknowledge our mistakes and seek to put them right

## 3. How to Contact Us

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The Parish Clerk is the Council's main point of contact for all enquiries. Contact details are published on the Council's website at [www.honeybourne-pc.gov.uk](http://www.honeybourne-pc.gov.uk).

The Council can be contacted by email, by post, by phone or by attending a council meeting. The dates and times of all public meetings are published on the Council's website and noticeboards.

In the absence of the Parish Clerk, details of alternative contact arrangements and expected response times will be provided in the out-of-office message.

## 4. Response Times

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We aim to meet the following response standards:

Type of Contact	Our Standard
Email enquiry	Acknowledge within 3 working days; full response within 10 working days
Written correspondence	Acknowledge within 5 working days; full response within 15 working days
Complex enquiries requiring research or council decision	Acknowledge promptly; advise of likely timescale; update if delayed
Clerk absence	An out-of-office message will be active with details of when enquiries will be picked up

## 5. Matters Requiring a Council Decision

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Some matters raised by members of the public require a decision by the full Council or a committee. In these cases, the Clerk will acknowledge the enquiry and advise the person of the next scheduled

meeting at which the matter may be considered. Meetings are held in public and members of the public are welcome to attend.

## **6. Complaints**

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If you are not satisfied with the service you have received, you may make a complaint under the Council's Complaints Policy, which is published on the Council's website. We will investigate all complaints fairly and aim to learn from them to improve our service.

## **7. What We Ask of You**

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In return, we ask that everyone who contacts the Council does so respectfully and constructively. The Council operates in accordance with the Civility and Respect Pledge. Correspondence that is abusive, threatening or offensive may not receive a response.

## **8. Review**

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This policy will be reviewed every 3 years or sooner if legislation or guidance changes.

## **9. Councillors and Contact with the Public**

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Honeybourne Parish Council expects all councillors to treat members of the public with courtesy and respect at all times, both in their official capacity and in their day-to-day lives in the community.

Councillors are elected to represent their community and members of the public are welcome to speak to their councillor. However, the Council is a corporate body and individual councillors are not able to make decisions or commitments on its behalf, as decisions can only be made collectively at properly convened council meetings. Where a resident raises a matter with their councillor, the councillor may be able to provide information or guidance on straightforward queries. However, where a matter requires a decision by the Council or further discussion, the councillor will refer it to the Clerk to be brought to a future council meeting for consideration. Views expressed by an individual councillor represent their personal opinion and do not constitute the official position of the Council unless formally agreed by resolution. If you wish to obtain the Council's official position on any matter, this can be found in the published minutes on the Council's website or by contacting the Parish Clerk.

All councillors are bound by the Council's Code of Conduct, which sets out the standards of behaviour expected of them in their role. Concerns about the conduct of a councillor may be raised as a complaint under the Code of Conduct. The Parish Clerk can advise on the appropriate process.

# Training and Development Policy

## 1. Purpose

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Honeybourne Parish Council is committed to supporting the ongoing development of both its councillors and its staff. This policy sets out the Council's approach to training and development, recognising that a well-informed and capable council is better placed to serve its community effectively and to fulfil its legal obligations.

## 2. Scope

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This policy applies to all councillors (whether elected or co-opted) and all members of staff employed by the Council.

## 3. Approach to Development

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The Council recognises that learning and development takes many forms. It is not limited to formal training courses and qualifications. In line with guidance from the National Association of Local Councils (NALC), the Council takes a broad view of development activity, which includes:

- Attendance at formal training courses, workshops and seminars provided by WALC, NALC or other recognised providers
- Attendance at conferences and sector events
- Reading and reviewing legislation, statutory guidance, good practice guidance and circulars relevant to local council governance
- Clerk's reports prepared for council meetings, which inform and educate councillors on governance matters, legislative requirements and best practice
- Relevant circulars, updates and briefings received by the Clerk and circulated to councillors
- Learning through active participation in council business, including consideration of planning applications, financial management, policy development and community engagement
- Involvement in specific council projects such as the Neighbourhood Development Plan Review, allotment governance, cemetery administration and procurement
- Online learning and self-directed study
- Mentoring and peer learning

## 4. Councillor Development

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The Council encourages all councillors to:

- Undertake induction training on joining the Council, including familiarisation with the Council's standing orders, financial regulations, code of conduct and key policies
- Attend WALC training sessions and events where possible
- Read governance guidance and updates circulated by the Clerk
- Engage actively in council business as a means of building knowledge and experience

The Council acknowledges the practical constraints faced by volunteer councillors and does not impose mandatory training requirements. However, the Council strongly encourages participation in development activities and will support councillors in accessing relevant training opportunities.

The Council will maintain a training record for each councillor noting development activities undertaken during the year. This record will be reviewed annually.

## 5. Staff Development

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The Council is committed to supporting the professional development of the Parish Clerk and any other members of staff. The Council will:

- Support the Clerk in achieving and maintaining a relevant professional qualification (CiLCA or equivalent)
- Support the Clerk in achieving the minimum Continuing Professional Development (CPD) points required under the SLCC Professional Development Scheme each year
- Consider reasonable requests for training and development in the context of the Council's annual budget
- Conduct an annual appraisal of the Clerk's performance, which will include discussion of training and development needs

A training budget is maintained within the Council's annual budget to support staff and councillor development activities.

## 6. Training Record

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The Council will maintain a record of all training and development activities undertaken by staff and councillors during the year. The record will include:

- The name of the individual
- The date of the activity
- A description of the activity
- The provider or source

This record will be available to the accreditation panel on request and will be used to inform the annual review of this policy.

## 7. Funding

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The costs of training and development activities will be met from the Council's approved training budget where available. Councillors and staff will be advised of the budget available at the start of each financial year.

## 8. Review

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This policy will be reviewed every 3 years or sooner if legislation or guidance changes. The policy will be reviewed in conjunction with the Council's annual training record to ensure it remains relevant and effective.

# Honeybourne Neighbourhood Plan Review 2026

## Revised Programme and Timeline

Agenda Item	26/745(b)
Appendix	Appendix 5
Steering Group Meeting	2 June 2026
Purpose	To enable Full Council to consider and approve the revised Neighbourhood Plan Review Programme and Timeline, following the NDP Review Steering Group meeting of 2 June 2026.

### RECOMMENDATION

That Full Council resolves to:

- Note and accept the report of the NDP Review Steering Group meeting of 2 June 2026; and
- Approve the revised Neighbourhood Plan Review Programme and Timeline as set out in Section 4 of this report, with a target of achieving Regulation 14 consultation in Spring 2027 and referendum in Autumn 2027.

## 1. Purpose of this Report

This report presents a revised programme and timeline for the Honeybourne Neighbourhood Plan Review 2026 (HNPR) for Full Council's approval. The programme has been updated by the Planning Consultant to reflect Full Council's resolution of 12 May 2026 to proceed with housing site allocations and a Call for Sites process. Members are asked to approve the revised timeline to provide a clear framework for the next stages of the review.

## 2. Background

At the Full Council meeting of 12 May 2026, members resolved, on the recommendation of the NDP Review Steering Group, to proceed with housing site allocations as part of the HNPR and authorised the Planning Consultant to proceed with a formal Call for Sites process. A revised programme was identified as a necessary next step following that decision.

The Planning Consultant has prepared a revised timeline that incorporates the additional stages required for the Call for Sites process, site assessment, and community engagement on preferred sites, while maintaining the ambition to complete the review and proceed to referendum at the earliest reasonable opportunity.

## 3. Key Changes to the Programme

The revised programme reflects the following key changes from the position at the start of the review:

- The Call for Sites process, site selection methodology, and community engagement on preferred sites have been added as distinct stages to the programme, running from July to November 2026.
- The overall programme has been extended to accommodate the additional work, with a target of achieving Regulation 14 consultation in Spring 2027 and a referendum in Autumn 2027.
- A contingency month (December 2026) has been built into the programme to accommodate any slippage or additional work arising from the Call for Sites process.
- The SEA/HRA process has three distinct elements: the screening opinion will be carried out by Wychavon's Neighbourhood Team at no cost to the Parish Council; if SEA is required following screening, the SEA Scoping Report and full Environmental Report will be prepared by the Planning Consultant within the approved fee proposal. If the statutory consultees (Historic England, Environment Agency and Natural England) determine that additional technical inputs are required

beyond the scope of the Planning Consultant's fee proposal, any such additional costs cannot be quantified at this stage and would be brought back to Full Council for approval if they arise.

- The programme has been designed in accordance with the MHCLG toolkit 'Screening Neighbourhood Plans for Strategic Environmental Assessment' (April 2026), which advises that SEA screening should be undertaken at the earliest opportunity. The Planning Consultant is in ongoing liaison with Wychavon's Neighbourhood Team on the sequencing of this process. Further detail is set out in Appendix 6.
- Wychavon District Council, together with Malvern Hills District Council and Worcester City Council, has commenced work on a new replacement Local Plan for South Worcestershire under the Government's new 30-month system. This is entirely a matter for the three Local Planning Authorities — Honeybourne Parish Council has no role in that process. The HNPR proceeds against the currently adopted SWDPR. Further context on the national planning policy position is set out in Appendix 6, Section 3.

At its meeting of 2 June 2026 the NDP Review Steering Group considered the revised programme in detail and agreed that it provides a realistic and achievable framework for the next stages of the review. The Steering Group resolved to recommend the revised programme to Full Council for approval.

#### 4. Revised Programme and Timeline

The revised programme recommended by the NDP Review Steering Group is set out in the table below. The programme distinguishes between stages under the Parish Council's control and those that pass to Wychavon District Council once the plan is submitted for examination.

Month	Key Task	Detail	Led By
<b>COMPLETED</b>			
<b>Mar–May 2026</b>	Evidence Gathering and Community Survey	Community survey conducted March 2026 (96 responses). Engagement Report prepared by the Planning Consultant. Steering Group meetings held.	<i>Planning Consultant / Parish Council</i>
<b>12 May 2026</b>	Full Council Approval — Site Allocations	Following consideration of the Planning Consultant's advice at the Steering Group meeting of 28 April 2026, Full Council resolved on the recommendation of the NDP Review Steering Group to proceed with housing site allocations and to authorise the Planning Consultant to proceed with a formal Call for Sites process.	<i>Full Council</i>
<b>CURRENT AND FORTHCOMING STAGES</b>			
<b>June 2026</b>	Approve Revised Timeline and Call for Sites Methodology	Full Council to approve this revised programme and the Call for Sites Methodology (Appendix 6). Steering Group to discuss process for site allocations.	<i>Full Council / Steering Group</i>
<b>July 2026</b>	Approve Call for Sites Consultation Strategy	Steering Group meeting 16 July 2026 to consider the draft Call for Sites document prepared by the Planning Consultant. Once approved by the Steering Group the document will be published on the Parish Council website.	<i>Planning Consultant / Steering Group</i>
<b>Aug 2026</b>	NP Vision and Objectives / Call for Sites Open	Report to distil community survey findings and agree revised Vision and Objectives. Call for Sites	<i>Planning Consultant / Parish Council</i>

		consultation published and open for submissions.	
<b>Sep 2026</b>	Assess Call for Sites Results	Planning Consultant assesses submitted sites against the approved methodology. Steering Group considers suitable options. Community consultation on preferred options (if agreed).	<i>Planning Consultant / Steering Group</i>
<b>Oct 2026</b>	First Draft Neighbourhood Plan	First draft of the Neighbourhood Plan prepared for Steering Group discussion and approval in October meeting. Does not include finalised site allocations at this stage.	<i>Planning Consultant</i>
<b>Nov 2026</b>	Agree Proposed Housing Sites	Steering Group considers community consultation results and SEA scoping findings to agree proposed housing site allocations.	<i>Steering Group</i>
<b>Dec 2026</b>	Contingency / Timeline Slip	Month held in reserve to accommodate any slippage in the programme or additional work required.	—
<b>Jan 2027</b>	Finalise Neighbourhood Plan and SEA	Second draft reflecting agreed site allocations. Full Council approval. Finalise Environmental Report. Informal review — request Wychavon's Neighbourhood Team comments.	<i>Planning Consultant / Full Council</i>
<b>Feb 2027</b>	Preparation for Regulation 14 Consultation	Approve consultation strategy. Finalise plan for Regulation 14 consultation.	<i>Steering Group / Full Council</i>
<b>PROCESS UNDER WYCHAVON DISTRICT COUNCIL CONTROL</b>			
<b>Mar 2027</b>	Regulation 14 Consultation	Six-week public consultation on the draft plan, run by the Parish Council.	<i>Parish Council</i>
<b>Apr–May 2027</b>	Pre-Regulation 15 — Assess Responses	Assess consultation responses. Prepare consultation report and Basic Conditions Statement. Make any changes to the plan. Submit to Wychavon (Regulation 15).	<i>Planning Consultant / Parish Council</i>
<b>Jun 2027</b>	Regulation 16 Consultation	Wychavon undertakes six-week consultation.	<i>Wychavon DC</i>
<b>Jul–Sep 2027</b>	Examination	Independent examination — questions answered as they arise. Changes to plan following examiner's instructions.	<i>Examiner / Parish Council</i>
<b>Autumn 2027</b>	Referendum	Organised and funded by Wychavon District Council.	<i>Wychavon DC</i>

*Note: The programme represents the target timetable recommended by the NDP Review Steering Group based on the Planning Consultant's assessment of the work required. It is subject to the Call for Sites process generating suitable sites for assessment, and to the outcomes of community engagement. The Steering Group and Full Council will be kept informed of progress against the programme at each meeting.*

**IMPORTANT — GRANT REPAYMENT RISK**

Grant funding has already been received from Wychavon District Council towards the costs of the Neighbourhood Plan Review. If the Parish Council were to resolve to pause or abandon the review at any stage, all grant monies already received would be repayable in full to Wychavon District Council. This is a contractual obligation, not a discretionary matter.

**5. Recommendation**

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The NDP Review Steering Group met on 2 June 2026 and considered the revised programme prepared by the Planning Consultant. The Steering Group is satisfied that the programme provides a realistic and achievable framework for the next stages of the review and resolved to recommend it to Full Council for approval.

**Council is asked to resolve as follows:**

**RECOMMENDATION**

That Full Council resolves to:

- Note and accept the report of the NDP Review Steering Group meeting of 2 June 2026; and
- Approve the revised Neighbourhood Plan Review Programme and Timeline as set out in Section 4 of this report, with a target of achieving Regulation 14 consultation in Spring 2027 and referendum in Autumn 2027.

# Honeybourne Neighbourhood Plan Review 2026

## Call for Sites Methodology and Next Steps

<b>Agenda Item</b>	<b>26/745(c)</b>
<b>Appendix</b>	<b>Appendix 6</b>
<b>Steering Group Meeting</b>	2 June 2026
<b>Purpose</b>	To enable Full Council to consider and approve the Call for Sites Methodology and next steps for the Honeybourne Neighbourhood Plan Review 2026, following the NDP Review Steering Group meeting of 2 June 2026.

### RECOMMENDATION

That Full Council resolves to:

- Note and accept the report of the NDP Review Steering Group meeting of 2 June 2026 on the Call for Sites Methodology and next steps; and
- Approve the Call for Sites Methodology as set out in Section 5 of this report; and
- Authorise the Planning Consultant to proceed with the Call for Sites consultation in accordance with the approved methodology; and
- Note the updated position on the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) process as set out in Section 6 of this report.

### 1. Purpose of this Report

This report is brought before Full Council following the NDP Review Steering Group meeting held on 2 June 2026. It sets out the proposed Call for Sites Methodology for approval and provides an update on next steps in the Neighbourhood Plan Review programme. Members are asked to consider and, if agreed, resolve to approve the recommendation above.

### 2. Background

At the Full Council meeting of 12 May 2026, members resolved, on the recommendation of the NDP Review Steering Group, to proceed with housing site allocations as part of the Honeybourne Neighbourhood Plan Review 2026 (HNPR) and authorised the Planning Consultant to proceed with a formal Call for Sites process.

Following the Full Council resolution, the Planning Consultant has been in liaison with Wychavon's Neighbourhood Team to agree the approach to the Call for Sites and clarify the position on the housing requirement and Strategic Environmental Assessment (SEA) process. That liaison has informed the proposed methodology set out in this report.

### 3. Housing Requirement — Current Position

The Honeybourne Neighbourhood Plan Review is being prepared and adopted against the South Worcestershire Development Plan Review (SWDPR), which was adopted on 25 March 2026. Under the SWDPR, the formal housing requirement for Honeybourne remains zero. This means that any housing the HNPR allocates above that minimum will help boost housing supply and ensure the plan is positively prepared, affording it greater weight against speculative planning applications under Paragraph 14 of the National Planning Policy Framework (NPPF).

Wychavon District Council, together with Malvern Hills District Council and Worcester City Council, has confirmed that work has now commenced on a brand new replacement Local Plan for South Worcestershire. This is being prepared under the Government's new 30-month local plan system. The three councils resolved

to begin this new Local Plan at the very same council meetings at which they adopted the SWDPR in March 2026.

The reason a new Local Plan is being prepared so soon after the SWDPR was adopted is as follows. The SWDPR was prepared and examined under the previous September 2023 NPPF using an older method for calculating housing numbers. In December 2024, the Government published a new National Planning Policy Framework (December 2024 NPPF) as part of its commitment to deliver 1.5 million new homes during this Parliament. The December 2024 NPPF introduced significantly higher mandatory housing targets across the country using a new standard method. The SWDPR, having been examined under the old rules, does not address these new higher requirements. The three South Worcestershire councils therefore had no choice but to immediately begin preparing a new replacement Local Plan that meets the December 2024 NPPF requirements. In due course that new Local Plan will replace the SWDPR. This is entirely a matter for Wychavon District Council and its South Worcestershire partners — Honeybourne Parish Council has no role in that process.

Further national planning policy changes are anticipated in the coming months. The Planning Consultant is monitoring the position and the programme has been designed to accommodate any such changes as far as possible.

It is important for councillors and residents to understand why the Parish Council is proceeding proactively with housing site allocations now. The direction of travel from Government is clearly towards more housing, not less. When the new Local Plan is adopted, Honeybourne is likely to have a housing requirement that reflects the new higher national targets. If the Parish Council does not allocate sites proactively through its own Neighbourhood Plan, there is a real risk of speculative planning applications coming forward outside the plan — leaving the village with no control over where development goes or what it looks like. By proceeding now with the Call for Sites and allocating sites through the HNPR, the community retains control over the location and design of any future development in the village.

The Planning Consultant has advised that, rather than fixing a specific number of homes at this stage, it is more appropriate to proceed with the Call for Sites first and consider what sites come forward before determining the scale of any allocation. This approach is supported by Wychavon's Neighbourhood Team.

#### **4. What is a Call for Sites?**

A Call for Sites is a formal process in which landowners, developers, and other interested parties are invited to put forward land that they consider suitable for development. It is the standard approach for identifying potential housing sites for a Neighbourhood Plan and is confirmed as a requirement by Wychavon's Neighbourhood Team where the plan intends to propose residential allocations.

The process does not commit the Parish Council to allocating any particular site — it is an evidence-gathering exercise that creates a pool of options for the Steering Group to assess. Sites will subsequently be evaluated against planning criteria before any preferred options are identified.

The Planning Consultant has based the proposed Call for Sites methodology on the Government's published guidance 'Introduction to identifying, assessing and selecting sites' (Ministry of Housing, Communities and Local Government, GOV.UK). Wychavon's Neighbourhood Team has confirmed that the Planning Consultant's proposed approach is in alignment with that guidance. The methodology is therefore grounded in the correct national framework and has the support of the Local Planning Authority.

It is important to note that the Call for Sites process does not determine which sites will be allocated. Once sites have been submitted, the Planning Consultant will assess them against the approved methodology to identify which are suitable and deliverable. The Steering Group will then consider the assessed sites and identify preferred options. Those preferred options will be presented to the community for their comments before any final decisions on site allocations are made by the Parish Council. Residents will therefore have a meaningful opportunity to comment on specific site proposals before anything is finalised

#### **5. Proposed Call for Sites Methodology**

The Planning Consultant has prepared a proposed methodology for the Call for Sites process. The Steering Group considered the methodology at its meeting of 2 June 2026 and is satisfied that it provides an

appropriate and robust framework. The Steering Group resolved to recommend the methodology to Full Council for approval. The key stages are set out below.

Stage	Action	Detail
1	Prepare Call for Sites Document	The Planning Consultant prepares a document setting out submission requirements, assessment criteria, and expectations for potential development sites. The draft Call for Sites document will be presented to the Steering Group at its meeting of 16 July 2026 for approval, following which it will be published on the Parish Council website.
2	Approve Site Selection Methodology with Wychavon	The site selection methodology is agreed informally with Wychavon's Neighbourhood Team before the consultation opens, to ensure the approach is sound and acceptable to the Local Planning Authority.
3	Call for Sites Consultation	The Call for Sites is published and promoted. Landowners and developers are invited to submit sites by a specified closing date. The consultation will be hosted online by the Parish Council with email submissions also accepted.
4	Assessment of Submitted Sites	All submitted sites are assessed by the Planning Consultant against the approved methodology to rule out unsuitable options and identify sites that are potentially suitable and deliverable.
5	Steering Group Review and Preferred Options	The Steering Group reviews the assessed sites and identifies preferred site options, taking into account planning criteria, community views, and the scale of development considered appropriate.
6	Community Engagement on Preferred Sites	Further community engagement is undertaken on preferred site options before any final allocations are confirmed in the draft plan. This provides residents with an opportunity to comment on specific site proposals.
7	Supporting Evidence and Plan Drafting	Supporting evidence is prepared to justify site selection. Planning policies are finalised and the full draft plan pack is submitted to Wychavon District Council for SEA and HRA screening ahead of the Regulation 14 consultation.

## 6. Strategic Environmental Assessment and Habitats Regulations Assessment

The Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) are legal requirements for Neighbourhood Plans that propose land use allocations. The process involves three stages: screening (a yes/no determination of whether a full assessment is needed), scoping (identifying the relevant environmental issues to be assessed), and a full Environmental Report.

Wychavon's Neighbourhood Team has confirmed the following position, which was clarified through correspondence between the Planning Consultant and Wychavon's Neighbourhood Team in May 2026:

Matter	Position
SEA/HRA Screening Opinion	Wychavon will undertake the SEA/HRA screening opinion at no cost to the Parish Council. Screening will be carried out on a final draft of the Regulation 14 version of the plan, together with any supporting information relating to site selection.
Statutory Consultation	Wychavon will send the draft screening opinion to the three statutory consultees (Historic England, Environment Agency, and Natural England), who have five weeks to respond as to whether they agree with the screening opinion or whether a full report is required.
SEA Scoping Report and Environmental Report	If SEA is required following screening, the Planning Consultant will prepare the SEA Scoping Report (2-3 days) and full Environmental Report (5 days) as part of the approved fee proposal. If the statutory consultees determine that additional technical inputs are required beyond the scope of the Planning Consultant's fee proposal, any such additional costs cannot be quantified at this stage and would be brought back to Full Council for approval if they arise.
Timing	Wychavon's Neighbourhood Team has confirmed that the SEA/HRA screening process requires a final draft of the Regulation 14 plan before it can commence.

**NOTE — MHCLG Guidance on SEA Screening Timing**

The revised programme at Appendix 5 has been designed in accordance with the Ministry of Housing, Communities and Local Government (MHCLG) toolkit 'Screening Neighbourhood Plans for Strategic Environmental Assessment' (April 2026). This toolkit advises that SEA screening should be undertaken at the earliest opportunity and that a full draft plan with policies does not need to be available for a screening determination to be made. It further advises that the long-list of sites to be considered for inclusion in the plan — which can be derived from a Call for Sites — can provide sufficient information for a screening determination. Wychavon's Neighbourhood Team has acknowledged the rationale for early screening and confirmed that its template for the screening opinion is in alignment with the guidance. However, Wychavon has also noted that statutory consultation with Historic England, the Environment Agency and Natural England will still be required on the full screening opinion at the appropriate stage, and that early screening may not necessarily speed up the overall process. The Planning Consultant will discuss the sequencing of the SEA/HRA process further with Wychavon's Neighbourhood Team, including the possibility of progressing the screening alongside plan development where practicable.

**7. Housing Needs Assessment**

Wychavon's Neighbourhood Team has advised that a Housing Needs Survey could be a useful tool to establish an appropriate scale of housing allocation — identifying not only the number of dwellings but also the size, type and tenure that Honeybourne needs. This would strengthen the evidence base for any allocation and reduce the risk of challenge at examination.

The Steering Group considered the question of a Housing Needs Assessment at its meeting of 2 June 2026. The Planning Consultant proposed that rather than commissioning a separate Housing Needs Survey, a short Housing Needs Assessment be prepared drawing on existing data sources including Census data, population structure, household composition, house prices, local incomes and affordability, together with the findings of the community survey conducted in March 2026. The Steering Group agreed this approach. Census data is nationally collected official Government data and is recognised by planning inspectors as robust and objective evidence at examination — providing a stronger evidential base than a localised residents survey which may be open to challenge. The Housing Needs Assessment will be carried out by the Planning Consultant as part of the review programme.

## 8. Next Steps and Programme

Subject to Full Council's approval of the Call for Sites Methodology, the programme for the next stages of the review is set out in the revised NDP Review Programme and Timeline at Appendix 5. In summary, the key milestones over the coming months are:

Month	Key Activity
June 2026	Full Council to approve Call for Sites Methodology and revised programme (this meeting).
July 2026	Steering Group meeting 16 July 2026 to consider and approve the draft Call for Sites document. Once approved the document will be published on the Parish Council website.
August 2026	NP Vision and Objectives. Call for Sites consultation open.
September 2026	Assess Call for Sites results. Consider community consultation on preferred site options.
October 2026	First draft of Neighbourhood Plan for Steering Group discussion.
November 2026	Review community consultation results and agree proposed housing site allocations.
January 2027	Finalise Neighbourhood Plan and SEA for Full Council approval.
February 2027	Preparation for Regulation 14 consultation.

### IMPORTANT — GRANT REPAYMENT RISK

Grant funding has already been received from Wychavon District Council towards the costs of the Neighbourhood Plan Review. If the Parish Council were to resolve to pause or abandon the review at any stage, all grant monies already received would be repayable in full to Wychavon District Council. This is a contractual obligation, not a discretionary matter.

## 9. Recommendation

The NDP Review Steering Group met on 2 June 2026 and considered the proposed Call for Sites Methodology and next steps in detail. The Steering Group is satisfied that the methodology is appropriate and robust and resolved to recommend it to Full Council for approval.

**Council is asked to resolve as follows:**

### RECOMMENDATION

That Full Council resolves to:

- Note and accept the report of the NDP Review Steering Group meeting of 2 June 2026 on the Call for Sites Methodology and next steps; and
- Approve the Call for Sites Methodology as set out in Section 5 of this report; and
- Authorise the Planning Consultant to proceed with the Call for Sites consultation in accordance with the approved methodology; and
- Note the updated position on the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) process as set out in Section 6 of this report.

**HONEYBOURNE PARISH COUNCIL**

**CLERK'S REPORT**

Full Council Meeting — 9 June 2026

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**Subject:** Unmetered Street Lighting — Electricity Supply Contract

**1. Purpose of Report**

To seek delegation of authority to the Parish Clerk and Responsible Financial Officer, in consultation with the Chairman, to obtain and accept the most competitive quote for the council's unmetered street lighting electricity supply contract commencing 1 February 2027.

**2. Background**

The council's current electricity supply contract for its unmetered street lighting is with SSE Energy Solutions and expires on 31 January 2027. If no new contract is agreed before that date, the council will automatically be moved onto SSE's Variable Business Rates, which are unregulated and could be considerably higher.

Competitive quotes are being obtained through Clear Utility Solutions, an independent energy broker who specialise in unmetered street lighting supplies. They work in partnership with Worcestershire CALC and are recognised by the Society of Local Council Clerks (SLCC), and work with a number of local councils across the county.

Competitive quotes are currently being sought from multiple suppliers. Once a supplier is selected, the registration and switching process for unmetered supplies typically takes several months to complete. Given the current volatility in global energy markets and the need to ensure the new contract is in place before the current contract expires, it is prudent to authorise the Clerk to proceed as soon as competitive quotes are available rather than waiting for a further Full Council meeting.

**3. Recommendation**

Council is asked to resolve as follows:

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*That, in accordance with the council's Scheme of Delegation and Financial Regulations, authority be delegated to the Parish Clerk and Responsible Financial Officer, in consultation with the Chairman, to obtain and accept the most competitive quote from a suitable supplier for the street lighting electricity supply contract commencing 1 February 2027. The decision will be reported to Full Council for ratification at the next meeting.*

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