

## HONEYBOURNE NEIGHBOURHOOD PLAN REVIEW

### Steering Group Meeting Minutes

Date: Wednesday, 25<sup>th</sup> February 2026

Time: 6:45pm

Venue: Honeybourne Village Hall

#### Present:

Cllr Heath Jobes (Chair - Steering Group and Parish Council), Cllr J Mellor, Mr T Askew, Mr I Mellor, 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)

#### 1. Apologies for Absence

Apology has been received and noted as above.

#### 2. Declaration of Interest

No declarations of interest were made.

#### 3. Approval of Previous Minutes (21<sup>st</sup> January 2026)

**Resolved:** The minutes of the Steering Group meeting held on 21<sup>st</sup> January were approved as a true and accurate record.

#### 4. Clerk's Update- the Clerk reported the following actions completed since the meeting of 21st January 2026:

- Survey printed and arranged for distribution via Village News (March edition) to 920 households
- Draft survey questions circulated to Steering Group members; comments collated and forwarded to the Consultant for incorporation
- Ballot boxes collected from Wychavon District Council
- Collection points confirmed with One Stop Shop (Stratford Road) and The Thatched Tavern
- Community Facilities information forwarded to the Consultant
- Parish Council approval of the Steering Group recommendation to align the Neighbourhood Plan Review with the new NPPF framework noted (Parish Council meeting, 10th February 2026)

The Steering Group **noted** the Clerk's update.

#### 5. Outstanding Information Required from Steering Group Members

The Steering Group noted that the following information remained outstanding:

- i) Flood Prevention & Infrastructure** - The Planning Consultant agreed to review local social media to identify any reported flooding incidents in the area to assist with gathering evidence for the flooding policy.
- ii) Employment Sites** -The Chair (Cllr Heath Jobes) agreed to review the existing employment policy in the current Neighbourhood Plan to assess whether amendments are required. It was agreed that the information would be provided in March for submission to the Planning Consultant.

#### ACTIONS:

- I. Consultant to review local social media for reported flooding incidents and report back to the Steering Group.

II. Chair to review existing employment policy and provide information to the Clerk in March for submission to the Planning Consultant.

## 6. Consultant's Progress Update

- i) **Rights of Way Policy** The Planning Consultant reported that sufficient information had been received to progress the Rights of Way policy.
- ii) **Cycle Lane** The Planning Consultant reported that an Active Travel Route Feasibility Evidence Document had been prepared to assess cycling and pedestrian connectivity across the village. It was noted that the cycle route would be discussed at the next meeting as it links directly with the Rights of Way policy.
- iii) **Design Policy Framework** The Planning Consultant advised that the design policies (Policies H4, H5 and H6) should be carried forward into the review, with alignment with the South Worcestershire Design Guide Supplementary Planning Document (SPD) maintained.
- iv) **Mill Mound Designation** Mr Martin Clark agreed to provide photographs and a written summary of Mill Mound to support its designation as either a Local Green Space or non-designated heritage asset.
- v) **Allotments** The Steering Group agreed that the allotments should be protected as community green space. The Planning Consultant noted the NPPF requirement that Local Green Space must be "close" to the community it serves. The Chair confirmed that the allotments are within walkable distance of the village, with plot holders residing on Stratford Road and in properties directly opposite the allotments.

### **ACTION:**

Mr Martin Clark to provide photographs and written summary of Mill Mound to the Clerk for submission to the Planning Consultant.

- vi) **General Update** - The Planning Consultant advised that he would progress all policies together. It was noted that the survey results would inform policy development once the consultation period had closed on 31st March 2026.

## 7. Community Survey – Launch Update

The Steering Group **noted** the arrangements for the initial community survey:

- Survey distribution: Hard copy via Village News (March edition) to 920 households
- Survey open: 9th March – 31st March 2026
- Online survey to be launched simultaneously and promoted via the Parish Council's social media channels
- Collection points: Parish Council post box (Village Hall), One Stop Shop (Stratford Road), The Thatched Tavern
- Survey results to be analysed by the Planning Consultant (Andrea Pellegram Ltd)

## 8. Train Station Capacity and Policy

The Steering Group considered the briefing note prepared by the Planning Consultant regarding Train Station Capacity and Policy.

The Planning Consultant confirmed that the railway station falls within the remit of the Neighbourhood Plan Review. It was noted that Honeybourne Station does not meet the definition of a "well-connected" station under the draft NPPF, meaning that national policy does not create a presumption in favour of significant growth on rail-connectivity grounds.

The principal operational issue identified was parking capacity, with demand already exceeding supply and regular overspill into residential streets. Concern was expressed that the proposed additional car park was unlikely to be delivered given the substantial cost of the footbridge required to provide safe pedestrian access to the station platform, previously estimated by Network Rail at approximately £2.5 million.

The Chair reported that he had received the following update from Deputy Chief Executive and S151 Officer at Wychavon District Council, regarding the car park project.

*"There have been a number of discussions around the project with members and whilst the feasibility has not been formally approved, we have further discussions with members in March and I will ensure that we get a position statement at that time. The impact of Local Government Reorganisation is also being considered in terms of future funding restrictions."*

The Planning Consultant suggested that a parking survey be conducted in the surrounding roads to gather evidence to support the policy. Mr Trevor Askew volunteered to conduct the parking survey in the area of the train station, which is close to where he resides. Mrs Wendy Pickler agreed to conduct the survey on her road. The Planning Consultant agreed to provide a template for recording the parking situation.

**ACTIONS:**

- Planning Consultant to provide parking survey template to Mr Askew and Mrs Pickler.
- Mr Trevor Askew and Mrs Wendy Pickler to conduct parking surveys and return completed information to the Clerk for submission to the Planning Consultant.

## 9. Housing Mix Requirements

The Steering Group considered the briefing note prepared by the Planning Consultant regarding Housing Mix Requirements.

The Consultant outlined the current position, noting that the existing Policies H2 and H3 were adopted in 2020 but are now measured against the 2021 Strategic Housing Market Assessment (SHMA) for the South Worcestershire area. Whilst three recent planning applications in Honeybourne had been found to be broadly compliant with the existing policies, the significant difference from the SHMA — particularly in relation to smaller homes — means the existing requirements could be open to challenge by developers.

**Resolved:**

That the Steering Group recommends to the Parish Council that Option 1 be pursued — to commission updated local evidence to support bespoke housing mix requirements for Honeybourne, with the Planning Consultant updating the Housing Needs Survey using 2021 census data and local house price information.

The Planning Consultant advised that there is a strong national policy agenda for including tree canopy cover requirements in Neighbourhood Plans, with benefits for amenity, air quality, climate resilience and urban shading. The Planning Consultant noted that evidence to support such a policy can be prepared using desktop information.

Mrs Wendy Pickler agreed to provide information on locally appropriate native species and hedgerows to support a related planting policy.

**ACTIONS:**

- Planning Consultant to update the Housing Needs Survey using 2021 census and local house price data to support the housing mix policies.
- Mrs Wendy Pickler to provide information on locally native species and hedgerows to the Clerk for submission to the Planning Consultant.
- Planning Consultant to provide further information on tree canopy cover policy requirements for the Steering Group to consider.

## 10. Programme and Timeline

The Steering Group considered the programme and timeline prepared by the Planning Consultant. The Consultant presented the programme chart which sets out the full timeline from the current stage through to referendum.

The key stages of the programme are as follows:

- **Evidence Gathering:** Now – June 2026 (includes community survey 9–31 March 2026)
- **Draft Plan:** May – July 2026
- **Regulation 14 Public Consultation:** August – October 2026 (six weeks, run by the Parish Council)
- **Regulation 15 – Submission to Wychavon District Council:** Late 2026
- **Regulation 16 – WDC Consultation:** Early 2027 (six weeks, under WDC control)
- **Examination:** Spring/Summer 2027
- **Referendum:** Late 2027 (organised by WDC)

Members were reminded that the steering group's ability to influence the pace of the review is greatest now, during the evidence and drafting stages, and that any slippage at this stage would have a direct knock-on effect on the overall timeline and could put the grant funding at risk.

**Resolved:**

The Steering Group agreed to adhere to the programme and timeline as presented by the Planning Consultant and confirmed their commitment to completing outstanding actions promptly to keep the review on track.

**11. Date of Next Meeting**

The next meeting will be held on Tuesday, 28th April 2026 at 6:45pm at Honeybourne Village Hall. The consultant and Clerk will attend virtually.

**Meeting closed at 8:15pm**

**Background Papers:** The following background papers were circulated to Steering Group members prior to the meeting:

- Appendix A: Member Briefing Note — Agenda Items 8, 9 and 10
- Appendix B: Train Station Policy Briefing Note (Item 8)
- Appendix C: Housing Mix Policy (Item 9)
- Appendix D: Programme and Timeline (Item 10)
- Appendix E: Active Travel Route Feasibility Evidence Document

*H M Jobes*

Signed: [H M Jobes \(May 17, 2026 20:32:01 GMT+1\)](#)

Date: \_\_\_\_\_

(Chair)

Members of the Steering Group:

Cllrs H Jobes (Chair) J Mellor, S Walsh, S Sidwell, Mr T Askew, Mr M Clark, Mrs M Bent, Mrs W Pickler, Mr S Nimmo and Mr I Mellor







# Steering\_Group\_Minutes\_ 25th Feb 2026

Final Audit Report

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