

# Honeybourne Parish Council

## Forward Plan / Action Plan 2026/2027

### Strategic Overview

This Forward Plan / Action Plan sets out Honeybourne Parish Council's key priorities and areas of work moving forward. It reflects the Council's ongoing responsibilities, longer-term projects, and strategic objectives aimed at supporting the community, improving local facilities, and ensuring good governance.

The priorities within this plan have been informed by community engagement and consultation, including the Honeybourne Neighbourhood Plan Review community survey conducted in early 2026, which received 96 responses from residents. Key themes emerging from that engagement — including station parking infrastructure, sports and recreational facilities, and environmental concerns — are reflected in the actions and priorities set out below. The plan is supported by the Council's approved annual budget and precept, details of which are published on the Council's website.

Where actions involve services or infrastructure that fall under the responsibility of other authorities, the Parish Council's role is limited to liaison, support and facilitation rather than delivery.

Some projects included within this plan span several years and are dependent on external funding, partner organisations, and statutory approvals. Timescales shown indicate the current stage of work rather than fixed completion dates and will be reviewed regularly by the Council.

The plan will be monitored and reviewed periodically to ensure progress is maintained and priorities remain appropriate.

Priority Area	Aim	Objective	Actions	Responsible Person/Body	Funding Source	Target Completion	Success Measures
<b>PLANNING &amp; DEVELOPMENT</b>	To ensure the Neighbourhood Plan remains current, robust and effective in guiding local development.	To review and update the Neighbourhood Plan to ensure alignment with the South Worcestershire Development Plan (SWDP), national planning policy and statutory requirements.	<ul style="list-style-type: none"> <li>Community survey conducted 9–31 March 2026 – distributed to every household via Village News and available online. 96 responses received (77 physical, 19 online)</li> <li>Key survey findings: 67% of respondents supported the NDP allocating housing sites; station parking identified as most needed improvement (49 respondents); strong support for environmental, biodiversity and landscape policies; bungalows and accessible homes identified as priority housing types</li> <li>Survey findings presented to NDP Steering Group (April 2026) and Full Council (12 May 2026)</li> <li>Full Council approved Call for Sites approach informed by survey findings (May 2026)</li> <li>NDP Steering Group progressing Call for Sites – next meeting June 2026</li> <li>Draft revised plan policies to be prepared in alignment with updated NPPF</li> </ul>	Parish councillors, supported by a Steering Group including local residents and external advisers (Andrea Pellegram Ltd, planning consultants)	External grant funding (Wychavon District Council) and Parish Council budget provision	Multi-year project – Call for Sites underway 2026. Submission to Local Planning Authority subject to statutory process.	Community survey completed with strong engagement (96 responses). Survey findings directly informing NDP review direction. Call for Sites approved by Full Council and progressing. Progression through statutory stages in line with SWDP and national planning policy.

Priority Area	Aim	Objective	Actions	Responsible Person/Body	Funding Source	Target Completion	Success Measures
			<ul style="list-style-type: none"> <li>• Submit updated plan for examination in due course</li> </ul>				
<b>PUBLIC RIGHTS OF WAY – FOOTPATH INFRASTRUCTURE</b>	To support improvements to the condition and usability of public footpaths within the parish through partnership working.	To support Worcestershire County Council in delivering appropriate surfacing improvements to sections of Public Footpath No. 544 adjacent to the Leys Playing Field, subject to landowner agreement and statutory approvals.	<ul style="list-style-type: none"> <li>• Liaise with Worcestershire County Council Public Rights of Way officers</li> <li>• Support WCC by providing local information where requested</li> <li>• Facilitate access across Parish Council-owned land</li> <li>• Monitor works undertaken and provide feedback</li> <li>• Support final inspection of completed sections</li> </ul>	Parish Clerk, WCC Footpath Officer	Worcestershire County Council	Ongoing – subject to WCC approval, programme and funding	Progress towards improvements to the Leys footpath through WCC-led action, supported by Parish Council liaison.
<b>RAILWAY STATION PARKING – ADDITIONAL CAR PARK PROVISION</b>	To support the delivery of additional parking provision at Honeybourne Railway Station to address ongoing parking pressures.	To liaise with Wychavon District Council and relevant partners to encourage progress on proposals for a new station car park.	<ul style="list-style-type: none"> <li>• Maintain regular liaison with Wychavon District Council regarding progress</li> <li>• Seek updates on discussions with Network Rail regarding access arrangements</li> <li>• Seek updates on the progress of feasibility studies or assessments</li> <li>• Raise community concerns and apply appropriate pressure</li> <li>• Report updates to the Parish Council through routine council business</li> </ul>	Parish Clerk and Chair (liaison role), Wychavon District Council, Network Rail	Wychavon District Council and Network Rail (subject to agreement)	Ongoing – Wychavon Executive Board agreed April 2026 to consider commissioning a feasibility study at their June 2026 meeting. Subject to feasibility study outcome, funding and partner approvals.	Wychavon Executive Board agreed to consider commissioning a feasibility study (April 2026). HPC continuing to press for delivery of additional parking provision on behalf of residents.
<b>SPORTS FIELD MAINTENANCE</b>	To enhance the quality and usability of the Sports Field through improved drainage.	Install comprehensive drainage improvements across the entire Sports Field.	<ul style="list-style-type: none"> <li>• Phase 1 (Spring 2025): Completed – gravel bands installed on first half of field</li> <li>• Phase 2 (Spring 2026): Completed – gravel band installation completed on second half of field (April 2026)</li> <li>• Grass reinstatement ongoing – condition to be monitored through 2026</li> </ul>	ARC Grounds Contractor & Parish Clerk	Section 106 monies for Phase 1 and 2	Both phases completed April 2026. Grass reinstatement ongoing.	Both phases of drainage improvement successfully completed. Reduced waterlogging and enhanced playing conditions anticipated as grass reinstates through 2026.
<b>GROUNDS MAINTENANCE PROCUREMENT</b>	To secure high-quality grounds maintenance services that represent best value for money for the parish.	To procure and award a new grounds maintenance contract for commencement in April 2026.	<ul style="list-style-type: none"> <li>• Review current contract performance and requirements</li> <li>• Prepare a detailed specification</li> <li>• Invite quotations in accordance with Financial Regulations</li> <li>• Evaluate quotation submissions</li> <li>• Seek guidance from nominated councillors where appropriate</li> <li>• Award contract and arrange handover period</li> </ul>	Parish Clerk (procurement), Cllr H Jobs and Cllr A Attridge (advisory), Full Council (approval)	Council annual budget/precept	Contract award – early 2026; Commencement – April 2026	New grounds maintenance contract in place delivering improved value for money and service quality.

Priority Area	Aim	Objective	Actions	Responsible Person/Body	Funding Source	Target Completion	Success Measures
<b>ALLOTMENT GOVERNANCE AND MANAGEMENT OVERSIGHT</b>	To ensure the allotment site is appropriately governed and managed in the best interests of the community.	To maintain effective and sustainable governance arrangements for the allotment site.	<ul style="list-style-type: none"> <li>• Service Level Agreement (SLA) with Honeybourne Allotment Gardens Association (HAGA) adopted – setting out respective responsibilities for day-to-day management</li> <li>• Data Sharing Agreement with HAGA adopted and signed</li> <li>• Plot Holder Licence adopted by Full Council – replacing previous tenancy agreement</li> <li>• Structure and Pond Application forms adopted – providing a clear process for plot holders wishing to erect structures or install ponds</li> <li>• Periodically review governance and management arrangements</li> <li>• Receive and consider reports relating to allotment oversight and governance</li> </ul>	Parish Clerk and Full Council	As required through Council budgets and agreed arrangements	Core governance framework completed 2025–2026. Ongoing review and monitoring.	Comprehensive governance framework now in place including SLA, Data Sharing Agreement, Plot Holder Licence and Structure/Pond Application forms. Clear and effective arrangements established between the Parish Council and HAGA for the management of the allotment site.
<b>ANNUAL COMMUNITY CHRISTMAS EVENT</b>	To continue to support and deliver an annual community Christmas event for residents.	To organise the Christmas tree lights switch-on event as a free community celebration.	<ul style="list-style-type: none"> <li>• Arrange the annual Christmas tree lights switch-on event</li> <li>• Coordinate activities, entertainment and community involvement</li> <li>• Promote the event locally</li> </ul>	Christmas Event Working Group, Village Hall Trustees and Parish Clerk	Parish Council budget	Annually	Successful delivery of the annual Christmas event with positive community participation and feedback.

## Key Performance Indicators

<b>Community Engagement</b>	Regular updates provided to residents through Council meetings and communications
<b>Financial Management</b>	All projects delivered within approved budgets
<b>Partnership Working</b>	Effective collaboration with Worcestershire County Council, volunteers, and contractors
<b>Compliance</b>	All activities conducted in accordance with relevant legislation and best practice

## Risk Management

<b>Dependency on Partner Organisations</b>	Progress on projects led by Worcestershire County Council, Wychavon District Council and Network Rail may be affected by their priorities, funding availability and programme timescales.
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<b>Weather Conditions</b>	Adverse weather may delay outdoor works such as sports field drainage improvements.
<b>Contractor Availability</b>	Limited availability of contractors may impact delivery of Parish Council-led projects.
<b>Budget Constraints</b>	Rising costs or limited funding may affect the scope or timing of planned projects.

## Review and Monitoring

This action plan will be reviewed quarterly at Parish Council meetings, with progress reports provided to councillors and the community. Any necessary adjustments will be made to ensure objectives remain achievable and relevant.

*Adopted: February 2026 | Minute No: 25/679(f) | Next Review: February 2027*