

HONEYBOURNE NEIGHBOURHOOD PLAN REVIEW

Steering Group Meeting

Date: Tuesday, 28th April 2026

Time: 6:45pm

Venue: Honeybourne Village Hall

Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **To approve the Minutes of the Steering Group Meeting – 25th February 2026 (Appendix A)**

4. **Matters Arising – Outstanding Actions**

To note the status of the following actions from the meeting of 25th February 2026:

- Flood Prevention & Infrastructure – social media review of reported flooding incidents (Planning Consultant): outstanding
- Employment Sites – review of existing employment policy to assess whether amendments are required: completed. Employment Policy Review Note (Policy H14) prepared and submitted to the Planning Consultant and Chair in advance of the meeting. See Appendix D and agenda item below.
- Train Station Parking Survey – template prepared by the Clerk and issued to T Askew and W Pickler for completion by 16th May 2026: completed
- Updated Housing Needs Survey using 2021 census and local house price data (Planning Consultant): outstanding
- Tree Canopy Cover – further information on policy requirements (Planning Consultant): outstanding
- Mill Mound – photographs and written summary provided by M Clark, forwarded to the Planning Consultant by the Clerk: completed
- Locally Native Species and Hedgerows – information provided by W Pickler, forwarded to the Planning Consultant by the Clerk: completed

5. **Direction of Travel – NPPF Alignment**

To note that, following advice from the Planning Consultant, the Steering Group recommended to the Parish Council that the Neighbourhood Plan Review be aligned with the updated National Planning Policy Framework. The Parish Council resolved to approve that recommendation at its meeting on 10th February 2026. This remains the agreed direction of travel within which all policy development will proceed.

6. **Community Survey – Results Overview**

To note the results of the community survey designed and managed by the Planning Consultant (Andrea Pellegram Ltd). 96 responses were received (19 online, 77 hardcopy). Headline results circulated in advance of the meeting. **(Appendix B)**

7. **Consultation Summary Report**

To receive and consider the consultation summary report prepared by the Planning Consultant. The report will identify key themes arising from the survey responses and provide a framework for policy development. **(Appendix C – to follow)**

8. **Employment Policy Review – Policy H14 (for information and noting)**

To note the Employment Policy Review Note (Policy H14) prepared in advance of this meeting and submitted to the Planning Consultant and Chair. The note sets out the current status of all six named H14 employment sites, changes to employment uses in the parish since adoption in 2020, and matters for the Planning Consultant's consideration when revising the policy. **(Appendix D)**.

9. Housing Site Allocations – Discussion

To consider whether the Neighbourhood Plan Review should include the allocation of housing sites, in light of the consultation responses and the agreed NPPF alignment. The Steering Group to agree the approach and note any implications for the programme and timeline.

10. NDP Document Framework

To receive the outline structure and policy framework for the Neighbourhood Plan Review document, prepared by the Planning Consultant.

11. Programme and Timeline

To review the programme and timeline in light of discussions at this meeting and agree revised target dates. To agree actions to be completed before the next meeting.

12. Date of Next Meeting

Background Papers:

- Appendix A: Minutes of the Steering Group Meeting, 25th February 2026
- Appendix B: Community Survey – Headline Results
- Appendix C: Consultation Summary Report and NDP Document Framework – to follow
- Appendix D: Employment Policy Review Note – Policy H14 (April 2026)

Linda Stanton

Parish Clerk

23rd April 2026

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