

## 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 —

- Keep their Register of Interests form up to date;
- 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	

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

### 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, Jobes 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, Jobes, 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, Jobes, 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 Jobes, 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.
<b>Noted:</b> 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.
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 Jobses, 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 Jobses, Dubb and Mellor returned to the meeting at 8:35pm and Cllr Jobses 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.
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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.
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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.

*H M Jobes*

Signed: [H.M.Jobes \(Jun.11.2026.18:36:06.GMT+1\)](#).....

Chairman, Honeybourne Parish Council

11/06/2026

Date: .....

9th June 2026

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

## **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.

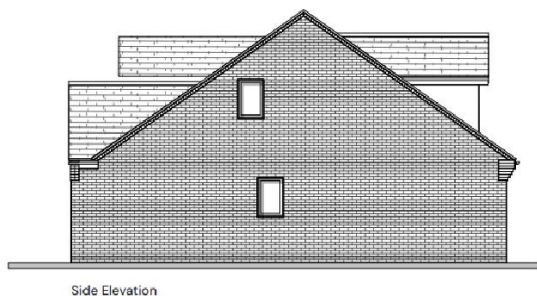
In addition, it appears that some of the species proposed in the landscaping strategy are non-native, which does not fully align with the expectations of HNP Policy H9, where native species are preferred to support biodiversity and local character. Consideration should be given to revising the planting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

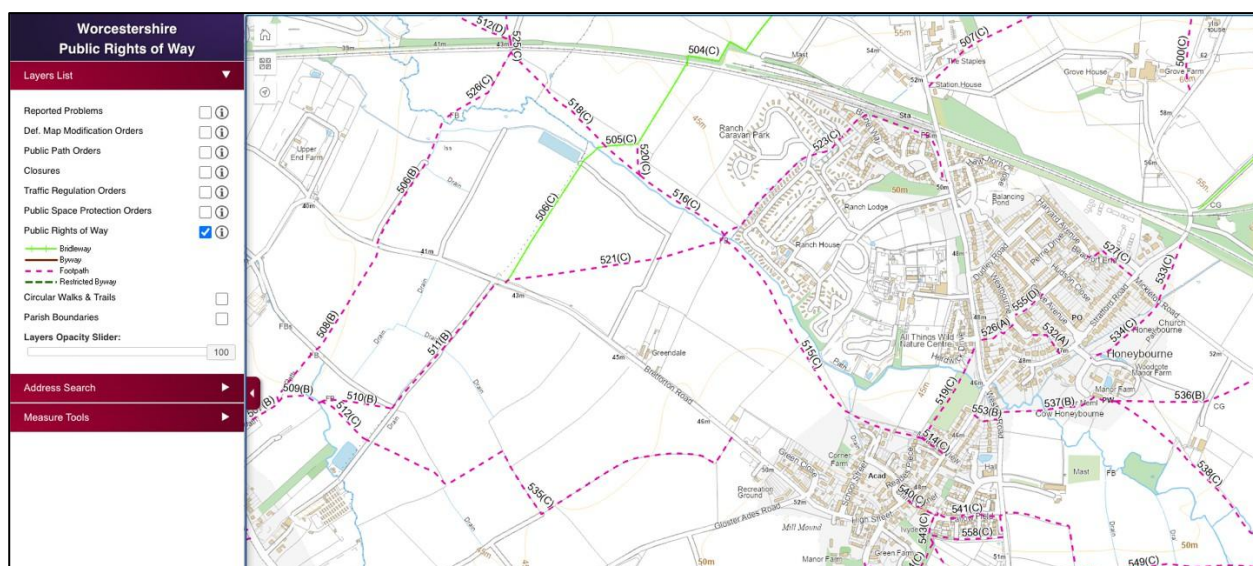
Regarding No. 26, Bretforton Road, which lies immediately adjacent to the site, existing boundary treatment appears limited to a relatively low hedge (circa 2 metres). The landscape proposals indicate this buffer is retained without introducing any enhancements.

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**







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Final Audit Report

2026-06-11

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