



Clerk to the Council – C Shinner
Email: clerk@hartlebury-pc.gov.uk
Website: hartlebury-pc.gov.uk

Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 7th April 2026 at 7.00pm in the Parish Hall in Hartlebury

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Chairman - Cllr Kirby (RK), Cllr Atkinson (CA), Cllr Hipkins (JHP) Cllr Neale (CN) Cllr Arnott (KA) Cllr Tarleton-Hodgson (LTH) Cllr Hellens (JH) Cllr Griffiths (JG) Cllr Harris (MH)

Also present.

C Shinner (Clerk) Cty Cllr Miller (TM) and members of the public.

It was noted that this Parish Council meeting was live streamed by the Parish Council.

1 APOLOGIES

To receive and approve apologies for absence.

There were apologies received and accepted by Dst Cllr Hartley, Cllr Hancocks (EH) Cllr Scheps (AS) and Cllr Cosham (JC).

2 DECLARATIONS OF INTERESTS and Councillor matters.

It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

2.1 Register of Interests – Councillors were reminded of the need to update their Register of Interests.

To consider dispensation requests (from DPI or DOI).

2.2 Disclosable Pecuniary Interests were declared by Cllr KA re planning item W-26-00631/FUL

2.3 No Other Disclosable Interests on items on the agenda and their nature were declared., It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

2.4 It was noted that that there is still one Councillor vacancy available for co-option and parishioners may apply to join the Council by contacting the Clerk or consulting the co-option policy on the Councils website.

3 PUBLIC QUESTION TIME

Residents were invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman.

4 COUNTY COUNCILLOR

County Councillor Miller noted that the VAS had not been installed to date. The legal requirement for the provision of food recycling was not yet available from Wychavon.

5 DISTRICT COUNCILLOR

There was no report from District Councillor Hartley.

6 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 3rd March 2026 (with an additional line within Allotments -138.4 that of the 4 trees to be removed, 2 were deemed to be dangerous)

7 PLANNING MATTERS

7.1 District Council decisions on planning applications

Nothing to date.

7.2 Appeal decisions from the planning inspectorate.

Appeal Ref: APP/H1840/Y/25/3360771

4 Pansington Farm Barns, Worcester Road, Titton, Worcestershire DY13 9QX •

The works proposed are described as 'retrospective consent for unauthorised internal alterations, and enlargement of one existing window to create a door.

7.3 Planning applications submitted for the Parish Councils comments.

Application Number: W/26/00492/PIP

Location: Land At Os 8430 7072, Inn Lane,

Hartlebury Description of Proposal: Permission in Principle for the construction of up to 7no. dwellings.

The Council noted a strong objection to this proposal.

1. Loss of green space which is essential to the health and wellbeing of parishioners. The site is not infill and is outside the settlement boundary. SWDP2 only supports infill within the boundary.
2. Highways and access. The visibility claim is not proved due to the curve in the lane and the vehicular speeds. Considerable extra traffic would be generated. Additional turning movements increase risks on a narrow lane. Construction traffic will cause safety and disruption issues.
3. Sustainability. Inn Lane has limited pedestrian infrastructure (narrow pavements and no continuous footway). Walking routes to services are not safe for all users, especially older residents or children. Public transport frequency is limited – the NPPF requires genuine alternatives to the car.
4. Landscape and character impact. The site borders open land and therefore contribute to the rural setting of this part of the village. The SHELLA notes (CFS0371) refer to a new access adversely affecting the character of Inn Lane
5. Twice in this application Hartlebury is referred to as a town. The number of dwellings proposed seems to be overdevelopment in this part of the village. Quality of design has not been evidenced as there is no design in the application. (Clerks note after meeting – this application had been decided by Wychavon prior to the Councils response)

Planning Ref: W/02579/FUL

Charlton Mill – Commercial vehicle hardstanding and use for commercial vehicle storage and hire etc

The site is partially within the conservation area of Hartlebury village and castle should be protected from development. The Mill itself is an historic feature dwelling of unusual construction the view of which should not be obstructed by commercial activity. The Parish Council objected to this application on the following grounds-

1. The activity on site is too visually imposing for the Conservation Area.
2. The maintenance of the motor homes will involve pollution through cleaning, disposal of effluent, etc. with no adequate provision proposed for these activities.
3. The application does not limit the number of motorhomes to be accommodated or the number of clients vehicles to be parked on site whilst they are away.
4. The application confuses the use of outbuildings between purely domestic use and commercial use such as offices, storage of materials, storage of gas cylinders etc..
5. No vehicle washing space has been identified with the appropriate drainage
6. The site has been purely domestic for a considerable time and can therefore not be considered as 'grey'.

Application Number : W/26/00631/FUL

Location: Land At (Os 8437 7024), Old Worcester Road, Hartlebury

Description of Proposal: Full planning application for 41 affordable homes (Use Class C3), access from Worcester Road, green infrastructure including sustainable drainage, landscape buffering and ancillary works.

This is a major development and combined with others applications coming through would make a vast difference to our community.

Our main objection is the lack of infrastructure development for Hartlebury. The argument that we are a CATEGORY 1 village, largely because of the outlying station, is being used to justify the development without a joined up plan to ensure the sustainability of services the increased population should demand.

Ref-Hartlebury Parish Plan and village design statement.

1.2 It is important to retain a suitable village boundary to protect against sprawl.

A section provides - Recommendations for developers

2.5 Any development that needs landscaping to disguise or hide it, is not worthy of being in Hartlebury

2.12 It is recommended that the cartilage of dwellings within the village should be spacious. Hartlebury distinctively does not have higher density housing at the heart of the village- this sense of space and openness needs to be maintained.

2.13 Further re-enforcing the 'hard edge' (A449) to the village by permitting high density housing on the outskirts should be avoided. Any further housing development on the edge of the villageshould not create enclosed housing estates.

2.16 The village has never had street lighting and maintaining this policy has been part of developments to date and this should be retained.

The proposed Travel Plan

This describes good practice over and over but is light on delivery and is extremely misleading. It relies on potential site developments and infrastructure provided by other organisations. Experience shows this is not happening in Hartlebury. In fact, amenities continue to decline. For a cat1 village we have no doctors or dentists' surgeries, or indeed any other NHS presence. The station is not staffed; there is already inadequate parking with cars parked on Station Road and no provision for bicycles.

The affordable housing need for Hartlebury has not been satisfactorily demonstrated though there are District and County pressures to meet targets. Historically affordable housing appears to have been allocated to people from outside the parish, mostly from the neighbouring district of Wyre Forest where there is much more demand for affordable housing. The age distribution of Hartlebury and its character are being altered by high density developments such as this.

The figures quoted for affordable demand are conflated and apply to District and County overall totals rather than Hartlebury local demand. The consultation survey revealed a rejection of some of the sites design aspiration with current residents opposed to the density of affordable housing on an estate-based footprint. New build in Hartlebury should have variety of style rather than conformity and blandness.

Solar panels should be fitted to every dwelling, and heat pumps should be the standard heating method.

Summary of the objection.

The Parish Council objects to these proposals for the following reasons

1. There is no visitor parking and the basic minimum allowable per household will not meet residents needs resulting in off road parking and a car dominated landscape
2. Local facilities are inadequate for the increase in population, specifically NHS provision amongst others.
3. Public transport is inadequate especially in the evenings and on Sundays.
4. The density of the building is deemed overdevelopment for its village location.

Application Number : W/26/00528/FUL

Location: Perry Farm, Perry Lane, Torton, Hartlebury, Kidderminster, DY10 4HY

Description of Proposal: Change of use of barn to secure dog play barn.

The Parish Council had no objections to this application.

Application Number : W/26/00484/FUL

Location: Moors Farm, Station Road, Hartlebury, Kidderminster, DY11 7YJ

Description of Proposal: Retrospective change of use of existing buildings and associated outdoor space to a day nursery (Class E(f)) including partially retrospective associated works and ancillary parking.

The Parish Council had no objections to this application.

Application Number : W/26/00453/HP

Location: 1 New Park House, Rectory Lane, Hartlebury, Kidderminster, DY11 7TD

Description of Proposal: Proposed demolition of the existing garage and outbuildings and their replacement with a new garage, storage area and gym/games room ancillary to the main dwellinghouse. Proposed rear porch.

The Parish Council objected to this application.

This is in the Hartlebury Village conservation area.

This is an overdevelopment in terms of size and the style of building with large windows on 3 sides that doesn't really fit in with its surrounding buildings.

Application Number : W/26/00558/HP

Location: Parkfield Place, Inn Lane, Hartlebury, DY11 7TA

Description of Proposal: Single storey side

The Parish Council noted that the extension plans are a little confusing due to unusual access and restricted space.

The Parish Council recommend that Planning request an access statement to be prepared for the works needed due to the narrow lane, the joint access and limited parking so that disruption can be minimised. Otherwise no objection

Application Number. W/00569/HP

Location School Lodge, Wilson Road

Description of proposal; Single storey rear and side extensions.

The Parish Council had no objections to this application.

Application Number : W/26/00414/FUL Associated Ref:21/01743/FUL

Location: Sandall Cottage, Worcester Road, Torton

Description of Proposal: Variation of condition 2 (approved plans) of planning permission 21/01743/FUL (demolition of existing dwelling. Construction of 4 bedroom detached house with garage. Creation of new access)

00414/FUL Sandall Cottage

This is being proposed via an amendment to condition 2 and involves a complete revision of the main design. The original plan was for a domestic dwelling and garden curtilage with the remaining land returned to horticultural use, maintaining protection for the green belt. See the latest adopted SDWP policies. The approved plan in 2021 increased the size of the original house (yet to be demolished), by approximately 50%. Now this new proposal increases the size by a further 43%. A total of at least 219% larger than the original house. PAG consider this to be over development from the original proposal.

The changes should have been subject to the usual negotiation with the planning office about what was acceptable and whether or not further permissions should be sought prior to building. Before this new application is considered the status of the other conditions of the 2021 approval should be checked and up to date surveys for the 2026 application should be sought.

The Parish Council objected to this application.

8. Finance

8.1 Items purchased on the Councils Lloyds/Unity credit card in March 2026.

Hire It plant and tool hire. Bomag roller for car park repairs (Previously agreed minute no -113.2 December meeting of HPC)	£48
Breedon gravel order for a timed arrival	£12

8.2 Automatic payments

To **note** the following direct debits/debit card payments to be taken in April

YU Energy for March 2026	£18.85
Vodafone payment For March 2026	£19.15
Unity fee for bank charges March 2026	£7
Lloyds monthly charge for the Council credit card March 2026	£3

8.3 To **RESOLVE** to agree the following payments for payment in April 2026.

Clerk. March 2026 salary, NI and tax	Confidential
Glebe Contractors mowing contract March 26	£690
S Fox March PL	£504.17
S Fox March PL from 10 th March PL	£125
S Fox Maintenance	£250
Clerk expenses from September 2025-March 2026 incl	£67.68
ROSPA Play safety annual play inspection	£412.80

Hartlebury WI ask for a donation towards CPR training, The cost will be £165 (or £330 if 2 sessions are needed) Council considered and approved this proposal and agreed to pay for the first session.

8.4 Receipts

WCC Reimbursement of PL November 2025 and February 2026	£785
WCC Reimbursement of PL March 2026	£510
HMRC Vat repayment for second half of 2024-2025	£1,169.71
Scottish Widows interest	£437.31

8.5 Bank reconciliation

The reconciliation to the end of March was noted as £60,692.28

9. Reports.

To receive reports and proposals from Parish Councillors & advisory groups/working parties.

9.1 CST & RSAG

The update from the advisory group was noted and approved and is available on the Parish Council website for information. A meeting with Highways is awaited.

9.2 R & AAG

The update from the advisory group was noted and approved and is available on the Parish Council website for information.

The car park surface work has been carried out and the car park re-opened. There was some damage over the weekend, and the CCTV will be examined to see if the culprits can be identified.

9.3 DC & DPAG

The IT policy for the Parish Council was considered and approved.

9.4 Allotments and AAG

It was noted that there were 3 plots available.

9.5 STAG

9.5.1 Proposal for new advisory group structure to aid effectiveness of Hartlebury Parish Council. The Council discussed this and agreed to examine the terms of reference for the proposed new advisory groups at a future meeting.

9.6 EAG

There was nothing to report from the advisory group.

9.7 WPACP

Cllr MH noted that the working party anticipate having a proposal for the next meeting.

10 Additional reports and associated items.

10.1 Councils representative on the HPHMC – Nothing to report.

10.2 Clerk – noted that a finance advisory group be convened.

10.3 Handyman/maintenance report to the Council.

10.4 Chairmans report. It was noted that an internal review had been requested by a parishioner re a FOI. Cllrs RK, JG and JHP agreed to perform this.

11 Correspondence.

Councillors may ask for further information or actions regarding correspondence received.

It was noted that CAB were asking for a donation.

CN registered for CALC training.

12 To receive reports of Parish Councillors.

Each Councillor may use this opportunity to raise minor matters of information not included elsewhere on the agenda.

JHP and CA are Manninge Charity trustees and a new trustee is to be appointed. Stephen Owens has agreed to be a resident trustee.

DATE OF NEXT MEETING Tuesday 5th May 2026. (Annual Parish Council meeting)

C Shinner

Clerk to the Parish Council

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, J Griffiths, E Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, A Scheps, L Tarleton-Hodgson.

Abbreviations –

DC & DPAG Digital comms and data protection advisory group

R & AAG Recreation and amenities advisory group

EAG Events advisory group
CST & RSAG Crime, speeding, traffic, and road safety advisory group
AAG Allotments advisory group.
SAG Staffing advisory group.
STAG Strategy advisory group.
PAG Planning advisory group.
FINAG Finance Advisory group.
HPC Hartlebury Parish Council
ARFAAG Audit review and financial affairs advisory group.
WPACP Working party for actions regarding the Car Park

Future dates for parish council meetings

2nd June 2026, 7th July 2026, 4th August 2026, 1st September 2026
6th October 2026, 3rd November 2026, 1st December 2026

Plus, the Annual Parish Meeting 29th April 2026 from 5:30pm