



Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting AGENDA

Date	Thursday 29 May 2025	Time	7:00pm – 9.00pm
Venue	St Mary & St Milburgh Church, Offenham		
Membership – Chair - Martin Penny; Members – Claire Allen; Marc Farmer; Sharon Graham; Doug Keitley; Claire Penny In attendance – None			

#	Item	Lead	Time	Paper	Action
1.	<ul style="list-style-type: none"> Welcome & Apologies 	Chair	7:00pm	Verbal	Note
2.	Establishing the Steering Committee <ul style="list-style-type: none"> Consider draft terms of reference for steering committee. Establish current committee skills and identify the skills gaps. Agree process to recruit more Committee Members <p>Outcome – to report to the Parish Council on recruitment to steering committee & terms of reference</p>	Chair	7:05pm	2.1 2.2a 2.2b	Discuss
3.	Start Community Engagement <ul style="list-style-type: none"> It is vital that the community is kept informed throughout the process. At this point community engagement should be used to ask for volunteers for the steering committee Meeting of the current steering group to decide on channels of communication. 	Chair	7.30pm	Verbal	Discuss
4.	Define Neighbourhood Area <ul style="list-style-type: none"> The steering committee can begin to define the Neighbourhood Area by investigating if using a different area to the parish has any merit. They will need to become familiar with the Local Plan and any issues relating to development in Offenham and the surrounding area. Committee to appoint a lead person to collate the information necessary for the committee to make a recommendation to the Parish Council. However, the recommendation should not be made until the full steering group is in place and has considered it. Aim to report to July meeting of Parish Council 	Chair	7.50pm	Verbal	To appoint a lead member

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5.	Identify Stakeholders <ul style="list-style-type: none"> The steering committee can begin to compile a comprehensive list of all stakeholders that will need to be involved in this project. This will be one of the largest tasks for the steering group and should be split between several people. Decide how to split this task and how many people will be needed to work on it. Should be completed to coincide with the completion of the area profile. 	Chair	8.10pm	Verbal	To agree lead and additional support for the task
6.	Create a Profile of the Area <p>Before planning for the future can begin the Parish Council needs an accurate assessment of what is already here. The following will need to be included:</p> <ol style="list-style-type: none"> Community profile – including (but not limited to) data on population size, income, health, education and employment. Identification of assets and land use designations – these include the village hall, church recreation ground, housing stock and footpath network. Other things that need to be identified are listed buildings, tree preservation orders and sites of special interest. Review of existing plans and strategies – the team needs to develop a full understanding of the implications of the NPPF, SWDP and the Local Plan as well as other strategies that will affect planning and development such as transport and environment. <p>Decide how to split this task and how many people will be needed to work on it. Target Date September</p>	Chair	8.30pm	Verbal	To agree lead and additional support for the task
7.	Any Other Business <ol style="list-style-type: none"> Application for Funding Support from WDC & WCC 	Chair	8.50pm	Verbal	
8.	Date of Next Meeting <p>Suggestion: Third Thursday of each month</p>	Chair	8.55pm	Verbal	Note
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