



Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting AGENDA

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| Date | Thursday 3 July 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 – Andrew Ford - Principal Planning Officer (Policy), Malvern Hills and Wychavon District Councils | | | |

| # | Item | Lead | Time | Paper | Action |
|----|--|-------|--------|--------------------------|---------|
| 1. | <ul style="list-style-type: none"> Welcome & Apologies | Chair | 7:00pm | Verbal | Note |
| 2. | Minutes of Last Meeting <ul style="list-style-type: none"> To approve the minutes of the meeting held on 29 May 2025 Matter Arising not elsewhere on the agenda | Chair | 7:05pm | 2.1 | Approve |
| 3. | Andrew Ford - Principal Planning Officer (Policy), Malvern Hills and Wychavon District Councils <ul style="list-style-type: none"> Discussion on the Process to deliver ONP Opportunity to ask questions | Chair | 7.15pm | Verbal | Discuss |
| 4. | Designation of Neighbourhood Area <ul style="list-style-type: none"> Following advice from Andrew Ford this is effectively the area to which the eventual neighbourhood plan policies will apply, and for Wychavon it is just the administrative area of the parish. The Committee will need the Parish Council to follow the procedure to provide to Wychavon the following: <ul style="list-style-type: none"> a letter seeking Wychavon to designate the neighbourhood area and why the parish qualifies, a map showing the neighbourhood area, i.e. the parish boundary. Committee to agree the proposal for designation and to ask the PC to adopt at their meeting on 7 July 2025 | Chair | 8.00pm | Verbal | Approve |
| 5. | Neighbourhood Plan Funding <ul style="list-style-type: none"> To discuss the latest Government decision on funding of Neighbourhood Plans Committee to agree proposal to be put to PC at their meeting on 7 July | Chair | 8.20pm | 3.1 3.2 3.3 3.4 | Approve |

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|----|--|-------|--------|--------|---------|
| 6. | Identify Stakeholders & Area Profile Items brought forward from May meeting for further discussion: Stakeholders - It was agreed to leave this for further discussion in the June meeting, concentrating for now on engaging the community Area Profile - It was agreed to discuss this further at the June meeting with a target date of September. | Chair | 08.40 | Verbal | Discuss |
| 7. | Any Other Business | Chair | 8.55pm | Verbal | Discuss |
| 8. | Date of Next Meetings Third Thursday of each month 17 July – 7pm Offenham Church 21 August - 7pm Offenham Church 18 September - 7pm Offenham Church | Chair | 9.00pm | Verbal | Note |
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***Matters Arising: Committee Meeting – May 2025:**

| 2.1 | MP | Steering Committee terms were to be put to the Offenham Parish Council (OPC) at their June meeting for approval. | Agreed by OPC at June Meeting |
|-----|----------|---|--|
| 2.2 | SG | SG agreed to undertake a skill audit of the current committee and update the skills chart accordingly to establish the current gaps. | Google Form devised and sent to members |
| 2.3 | MP/CA/MF | The OPC are manning a stand at the Offenham Wake in June and it was agreed that the Neighbourhood Plan should be promoted at this event with a large map and leaflets | Verbal Update |
| 2.4 | MF | A three page leaflet is to be designed with the map on the reverse, an outline of the reasoning for a Neighbourhood Plan, ways in which the community may help. | Completed and ready to print for distribution |
| 2.5 | CP | Facebook Page to be created | Completed – Group now active |

| 2.6 | CP | Article for ONP to be included in Newsletter | Completed |
|------|-----|--|--|
| 2.7 | MP | Webpage to be added to the OPC Website for ONP | On-going |
| 2.8 | MP | Notices are to be placed on the village notice boards, and flyers/leaflets distributed in the village shop, the Bridge Inn, The Brewery, and the Fish and Anchor. | Not yet actioned |
| 2.9 | All | Leaflet drops were discussed and the assistance of various members of the committee and their families, and local scout groups will be sought. | Not yet actioned |
| 2.10 | MP | MP advised that OPC were setting up new gov.uk email addresses and he would request that one be set up for the Neighbourhood Plan committee. This will require monitoring – to be discussed at June meeting. | Email address created – MP has access |