

Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting

MINUTES of a meeting of the Committee held on Thursday 29th May 2025 at 7pm



Present: Martin Penny (MP) Chair
 Claire Allen (CA)
 Marc Farmer (MF)
 Sharon Graham (SG)
 Doug Keitley (DG)
 Claire Penny (CP)

Item	Minute	Action
1.	Apologies for Absence and Welcome <ul style="list-style-type: none"> No apologies, all current members present MP welcomed members and each member made a short introduction of themselves to the committee Future meetings will be open to the public 	
2 & 3.	Establishing the Steering Committee <ul style="list-style-type: none"> MP advised that the steering committee should have a Chair, Vice Chair, and Secretary. MP will stand as Chair. SG agreed to act as Vice Chair, and CA agreed to act as Secretary. Draft Terms of Reference for the steering committee have been drawn up and were made available to committee members for consideration prior to the meeting. MP explained that these terms were to be put to the Offenham Parish Council (OPC) at their June meeting for approval. The Draft Terms of Reference were approved by the steering committee. Committee Skills – MP and CP have undertaken extensive research and researched plans from other parishes to identify the overall skill sets required in preparing the plan. Skill sets have been grouped under three main headings, Management and Team Building, Community Engagement, and Developing Content. Each heading has been further broken down into individual skills, some of which are specialist. An audit of the skill set of the current committee is to be undertaken to identify the gaps. MP advised that it may be necessary to engage some specialist assistance over the course of the plan development, and that funding may be available to assist with this. SG has agreed to undertake a skill audit of the current committee and update the skills chart accordingly to establish the current gaps. It is anticipated that with further recruitment of committee members and assistance from the community many of the gaps may be filled. The initial assessment is to be completed by the next committee meeting in June. 	<div>MP</div> <div>SG</div>

	<p>Committee Recruitment and Community Engagement</p> <ul style="list-style-type: none"> • More committee members are needed as the amount of work involved in creating the plan is great. • Lengthy discussions took place on how to reach out and engage with the community to establish a larger committee and volunteers to assist with specific parts of the plan. • The committee were asked to be mindful that not everyone has access to a computer or smartphone, and therefore all forms of communication should be considered. • 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. • A large map of the current Offenham district boundaries is to be printed and on display as there are various anomalies with the boundary lines that many residents may not be aware of e.g. The Fish and Anchor pub is not in Offenham, but Blackminster school is. • It was suggested that Cllr Matthew Rea (MR) had offered to undertake any printing requirements on behalf of the committee. He is to be contacted regarding printing a larger scale version of the map. • 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. Links to the OPC website, and Neighbourhood Plan Facebook page will also be included. • MF has agreed to design a leaflet and request MR to print. The leaflet is to be made available at the Wake and also a leaflet drop. • The merits of including information in the Parish Magazine were discussed. It was pointed out that the Parish Magazine is not delivered to the wider extent of the community, and space in the magazine is currently limited. The magazine editor will look into the validity of increasing the number of magazine pages. • Consideration will be given to a brief insert with links to the website and facebook pages, or a separate flyer insert at next committee meeting. • It was proposed that a separate page for the Neighbourhood Plan be included in the OPC website. This will be regularly updated with the Plan progress. This will be taken forward at the next OPC meeting in June. MP will write the page. • Facebook – CP will create a Neighbourhood Plan Facebook page. Again this will be updated with the Plan progress. • 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. Leaflet drops were discussed and the assistance of various members of the committee and their families, and local scout groups will be sought. • MP will attend various village coffee mornings to raise awareness in the community and promote updates. • To be discussed in more detail at the June meeting. • The question of a central communication channel was raised e.g. a central email address, for questions and communication from the wider community. 	<p>MP</p> <p>MF</p> <p>CP</p> <p>Committee</p> <p>CP</p> <p>MP</p> <p>CP</p> <p>MP</p> <p>Committee</p>
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	<ul style="list-style-type: none"> 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. 	MP
4.	<p>Define Neighbourhood Area</p> <ul style="list-style-type: none"> A map of the existing neighbourhood boundary has been provided to the steering committee members in order that the members may start to investigate and consider whether using a different area to the parish has any merit. If any changes are proposed then the reasons why the existing boundaries are not suitable will have to be explained. MP explained that the final boundary proposal for the Plan is to be approved by OPC. Once this has been done Worcestershire County Council will appoint a designated Lead as a point of contact. OPC have agreed to pay for a subscription to Parish Online. This website allows a link to Ordnance Survey and various aspects of land usage e.g. green spaces, historical sites, water courses, points of interest etc may be overlaid onto the map of the area of concern. Committee members will look at the boundary lines in more detail and propose any changes at the next committee meeting. Members of the community will also be consulted where possible during the Wake in June to highlight the aforementioned anomalies. CP has agreed to collate the proposals, and feedback may be given to CP after the Wake. Any boundary change proposals for the plan will also need to be discussed with the relevant stakeholders to establish whether or not they are satisfied to be included or excluded from the plan. The final outcome is to be reported to the OPC in July. 	<p>Committee</p> <p>CP</p> <p>MP</p>
5.	<p>Identify Stakeholders</p> <ul style="list-style-type: none"> A comprehensive list of all stakeholders that will need to be involved in the project is to be drawn up. This will be a large task and will be drawn up alongside the boundary plans. The list will include all business owners, schools, growers etc within the boundary agreed for the plan. It was acknowledged by the committee that there will be stakeholders who have a vested interest in wishing building to take place and confirmed that all voices are to be heard. DK suggested that identifying some of the stakeholders, particularly those where agricultural land is involved, may be difficult as it is known that some of the land used for growing/nurseries etc is let, and then sub-let. This is to be completed to coincide with the completion of the Area Profile – September. It was agreed to leave this for further discussion in the June meeting, concentrating for now on engaging the community. 	Committee
6.	<p>Create a profile of the Area</p> <ul style="list-style-type: none"> Prior to planning for the future it will be necessary to have a full picture of what is already here – Community Profile, Identification of 	

	<p>assets and land use designations, and a review of all existing plans and strategies e.g. NPPF, SWDP, and the Local Plan.</p> <ul style="list-style-type: none"> • CP will undertake an initial investigation. • It was agreed to discuss this further at the June meeting with a target date of September. 	CP Committee
7.	<p>Any Other Business</p> <p>Funding</p> <ul style="list-style-type: none"> • MP advised that funding applications are requested online in January. Funds are allocated, if approved, on a ‘first come first served basis’. An application for funding will be processed by MP in January 2026. • In the meantime the OPC will be asked whether funding may be made available. <p>Support</p> <ul style="list-style-type: none"> • Support from a Lead Officer will be available from Wychavon District Council (WDC) and Worcestershire County Council (WCC) once the boundary for the Plan has been agreed. • Cllr Hannah Robson, WCC has also offered to assist where required. 	MP
8.	<p>Next Meeting Date</p> <ul style="list-style-type: none"> • As two members of the existing committee are unable to make the meeting proposed for 19th June, and the venue is unavailable MP will compose a doodle.com form with proposed dates and times for the forthcoming June and July committee meetings which will be sent to all committee members. • Date of June meeting t.b.a. 	MP