



Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting AGENDA

Date	Thursday 21 August 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 –			

#	Item	Lead	Time	Paper	Action
1.	Open Session - General Feedback – Chair - Questions from any attendees Update on: - Area designation - Financing the Plan - Meeting with Planning Consultant Request for additional steering group members/volunteers Chair to close Open Session	Chair	7:00pm – 7.30pm	Verbal	Note
	CLOSED SESSION				
2.	Welcome & Apologies				
3.	Minutes of Last Meeting - To approve the minutes of the meeting held on 29 May 2025 - Matter Arising not elsewhere on the agenda	Chair	7:35pm	2.1	Approve
4.	Advertising/Public Awareness - Update on proposed flyer/leaflet - Where to place - Leaflet drops - Community Survey - Forms of media to be utilised	MF CP	7.45pm	Verbal	Discuss
5.	Feedback from Planning Consultant Meeting - Feedback - Discuss actions arising	Chair	8pm	Verbal	Discuss
6.	Stakeholders - Identify Stakeholders and Area Profile - Update on social media conversation - Further action	SG	8.15pm	Verbal	Discuss

#	Item	Lead	Time	Paper	Action
7.	Who Does What • Discussion	Chair to lead	8.30pm	Verbal See Appendix	Discuss
8.	Any Other Business • Agree to current format of meetings going forward • Venue to be arranged for next meeting, 18th September	Chair	8.55pm	Verbal	Discuss
9.	Date of Next Meetings Third Thursday of each month 18 September - 7pm Venue Required 16 October - 7pm Offenham Church 20 November - 7pm Offenham Church 18 December - 7pm Offenham Church	Chair	9.00pm	Verbal	Note

Appendix to Agenda 21 August 2025

Since we last met OPC have submitted our request to WDC for the Neighbourhood Area designation and have had a reply from Andrew Ford “Thank you for sending this through and we will action the Neighbourhood Area designation and get back to you soon to confirm it has been approved. In the meantime, initial progress on the neighbourhood plan can continue.”

Despite the turnout for our last meeting there have been no further offers of help for people to join our Committee apart from Aaron Powell kindly offering his services to support our plan.

So to continue our progress can I suggest the following:

1. **Sharon** continues to compile the Stakeholder list adding to the work that she has done so far and that we review that at our August meeting.
2. That **Claire P & Claire A** start work on compiling the Overview part of the plan – “The Village and Parish of Offenham”. It has been suggested that the plans for Broadway and Eckington are good examples. If they can pull together the content, can we ask **Sharon** to use her Google docs skills to start creating the plan template for population?
3. That **Mark** takes the lead on creating our Community Survey that will be key in getting feedback from our Community (on-line and hard copy survey). I’ve attached an example of 2 survey results that show the questions that we will be asking everyone in the Parish. Hopefully Aaron will be able to assist in this.
4. That **Doug** takes on the challenge of recruiting a group of ‘Street Champions’; people who will help in distributing leaflets/surveys etc and be key contact points for various areas of the parish. We will keep them up to date through **Doug** so that they are friendly local faces that people can talk to in their local area.
5. That I (**Martin**) will continue to chase the funding to support our plan; liaise with WDC and OPC; identify potential planning consultants that can support our work and arrange for the Committee to meet them, and keep the website updated and produce updates for **Claire P** to add to our Facebook page.

I’d also like to make a suggestion about the format for our monthly meetings. I think we should adopt the OPC format for meetings, i.e. Have an open forum at the beginning of the meeting for any questions from the Community, having given them a general update on progress. Then close the open