

Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting



MINUTES of a meeting of the Committee held on 21st August 2025 at 7pm

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

Also present – eight members of the public

Item	Minute	Action
1.	Apologies for Absence and Welcome - Marc Farmer (MF) - MP welcomed the committee and members of the public Meeting adjourned for Public Forum	
2.	Open Forum <i>Q – Where can I find updated information on the Neighbourhood Plan?</i> Updates will be on the Offenham Parish Council website and the neighbourhood Plan Facebook page. The committee will look into placing updates on Parish noticeboards, to include the relevant website addresses, and local venues. Agendas and Minutes will be published both on the Offenham Parish Council and Wychavon District Council websites. <i>Q – Will a Timeline for the development of the Plan be published?</i> It is anticipated that the development of the plan will take 18 months – 2 years to develop. A Timeline of Actions is currently being developed and will be discussed at the next committee meeting in September. <i>Q – With regard to the approval process is this done by Wychavon DC or is it independent?</i> An independent review of the Plan is undertaken before it is submitted to Wychavon DC and Worcestershire CC, and before it is published for Referendum. <i>Q – Where are volunteers needed, and what skills are required?</i> The committee currently only has six members and further volunteers would be welcomed. Following the review of skills of the current committee there are gaps in GPS mapping, Media online, and Planning. However, everyone is welcome. If residents feel unable to commit to the committee volunteers for specific tasks would be welcomed as there is much work to be done, and too much for six people. Some members of the public gave their names as volunteers. The Contact List is to be updated. <i>Q – What do you think will be the main challenges around the Plan?</i> The preparation of the Planning part of the Plan. A Planning Consultant has quoted to assist with the Plan and this is being discussed by the committee.	MP/CP MF CA CP/ALL SG/CA

	The Vale of Evesham has a design code, and the South Worcestershire Development Plan will also need to be taken into consideration. <i>Q – When it comes to the Community Survey is there a standard template of questions, or can it be tailored to be specific to the Parish of Offenham?</i> Research by the committee to date has found results of other Parish's surveys but no sets of questions. A Community Survey will be designed after further research, and this will be tailored to the perceived requirements of the Parish of Offenham. The survey will also have a freestyle text box for further comment (for example, to note local issues such as parking, or green space) <i>Q – Have any other Parish's been contacted to ascertain what they did?</i> Cllr. Graham volunteered to contact a member of Harvington Parish Council. <i>Q – Will we have any say in what may be protected or designated?</i> Yes, green spaces, and views may be protected. Derelict sites, and areas no longer used for any specific purpose may be easier to allocate for building. Public Forum Closed	SG/MP/ALL
3.	- Minutes of meeting held on 3rd July 2025 were approved and signed. - These will now be uploaded to Facebook, the ONP webpage, and Wychavon DC	CP/CA
4.	Advertising and Public Awareness - It was agreed that the leaflet/flyer should be postponed and that the next major task is the design and implementation of the Community Survey - A discussion was held around the format this should take and the means by which it will be distributed. - It was agreed that posters would be placed on the Parish Noticeboards listing the various websites, social media, and ONP email address. Posters are also to be placed in local venues e.g. pubs, shop, village hall, brewery, and legion. - A detailed discussion was held around a 'Vision Statement' for the Parish. It was decided this should be included in the Community Survey for comment/approval. - Sample Visions are to be drafted for consideration at the next committee meeting. - Discussion took place around the style of the Plan which may be 'wordy' or consist of tables and photographs. - It was suggested that a Parish Photography competition take place to ask for photographs of views/buildings/areas of interest etc in the Parish. - The Parish Council is to be asked to consider funding the competition with three prizes to be given. - The format to be discussed in more detail at the next committee meeting - Enquiries will be made to obtain suitable wording to be included to ensure the photographs may be used for publicity purposes and to comply with the Data protection Act	SG/MP MF MP MP ALL CP

5.	• A detailed quotation has been received from Dr David Nicholson covering all aspects of preparation of the Plan, from start to finish. • After much discussion it was agreed that the Plan should be 'owned' by the village and there is much work that can be carried out by the current committee and volunteers. • It was suggested that when it comes to the detailed Planning part of the ONP then the skills of both Aaron Powell and Dr Nicholson may be called upon. • To be discussed further.	ALL
6.	• A list of Parish stakeholders has been produced and is held on 'Box' to be accessed by all committee members. • Updating is ongoing to include names and contact details wherever possible • All Stakeholders will be contacted to attend a Consultation meeting in due course as part of the preparation process of the ONP	ALL
7.	• Members of the committee were allocated tasks going forward to progress the preparation of the Plan	
8.	• A discussion was held around which Policies should be included within the ONP. Sample Policies will be researched to be discussed at the next Committee meeting.	MP
9.	• The next meeting will be held on Thursday 18th September at 7pm at the Royal British Legion, Main Street, Offenham	



Approved.....Date...18 September 2025

Martin Penny, Chair