

Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting

MINUTES of a meeting of the Committee held on 16th October 2025 at 7pm



Present: Sharon Graham – Chair (SG)
 Claire Henderson (CH)
 Doug Keitley (DG)
 Claire Penny (CP)
 Marc Farmer (MF)

Also present – Matthew Winfield (MW), Bretforton & Offenham District Councillor, and two members of the public

| Item | Minute | Action |
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| 1. | <p>Apologies for Absence and Welcome</p> <ul style="list-style-type: none"> • Martin Penny (MP) • SG welcomed the committee and members of the public <p>Meeting adjourned for Public Forum</p> | |
| 2. | <p>Open Meeting/Public Forum</p> <ul style="list-style-type: none"> • SG gave a Chair's update (appendix attached) • SG advised that a full discussion around the design, printing, and distribution of leaflets notifying the public of the upcoming Neighbourhood Plan Survey would take place during the closed session. • Suggestions for where leaflets may be made accessible to the public, alongside delivering to each premise were invited. • Suggestions included the Bridge and ferry, The Brewery, Schools, and Cedar Care Nursing Home • MW advised he had had 700 leaflets for his election campaign • Members of the public volunteered to assist with leaflet distribution <p><i>Question – Does the Community as a whole understand the concept of Neighbourhood Plan? Do they know and understand how it affects them and the area in which they live?</i></p> <ul style="list-style-type: none"> • Discussion took place around how to further engage residents of the Parish. • ACTION - It was agreed that a simple paragraph would be included in the Chair's update in the next Parish Magazine <p>Public Meeting Closed</p> | MP |
| 3. | <p>Meeting re-opened</p> <ul style="list-style-type: none"> • Minutes of meeting held on 18th September 2025 were approved and signed. • These will now be uploaded to Facebook, the ONP webpage, and Wychavon DC | CP/CH |

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| 4. | <p>Matters Outstanding from Previous Meetings</p> <p>Conservation Area Review update</p> <ul style="list-style-type: none"> • A map of the current approved Conservation area has been provided. This shows buildings and trees as well as views of interest. It was pointed out that due to ongoing development within the village some of these views no longer exist. • Discussion was held around whether there are any further buildings or trees within the village which should be included and put forward for consideration. One suggestion was the bridge and Ferry public house. • The committee were informed that a building does not have to be old to be included. Inclusion can be for significant architectural value. <p>Detailed Boundary Plan</p> <ul style="list-style-type: none"> • MF has now sourced a detailed interactive boundary plan from the District Council. This has been added to the Parish Council and District Council websites. <p>Funding Application</p> <ul style="list-style-type: none"> • In course - ACTION <p>Alternative Planning Consultant</p> <ul style="list-style-type: none"> • It was previously suggested that a further quote may be obtained, alongside that of Dr David Nicholson, for assistance with the Planning Policies to be included in the final ONP. In course. ACTION <p>Land at Three Cocks Lane</p> <ul style="list-style-type: none"> • Concerns had been raised concerning an ongoing planning application for a further speculative build site in Three Cocks Lane, with particular concerns regarding flooding. • The planning committee have deferred a decision pending further information. <p>The ONP Vision</p> <ul style="list-style-type: none"> • The proposed Vision has been approved by Offenham Parish Council and will now be included in all ONP documents and in the final document. | MP |
| 5. | <p>Offenham Neighbourhood Plan Overview Section</p> <ul style="list-style-type: none"> • The Parish Overview section of the Plan will be formed under four headings:- History of Offenham, Geography and Setting, Population and Demographics, and Community Services • It was agreed that the Overview would not contain tables and graphs, these being added in more detail later in the Plan • It was suggested that the Overview may be influenced by the survey results, which are not due until January • Suggested drafts for the Population and Demographics, and Community Services sections were handed to the committee for further consideration • ACTION – further work to be undertaken on this section of the Plan | CP/CH |

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| 6. | <p>Photography Competition</p> <ul style="list-style-type: none"> Posters advertising the competition have been placed around the village and an article placed in the Offenham Parish Magazine MF had suggested that drone footage of the village may be included and the Parish Council has agreed a budget for this. Two quotes have been obtained and it was agreed that MF would meet with Matthew Wilkinson of Touchdown Pictures to discuss the committees requirements in full. His quote was for £240 for a half day. The committee agreed that video/photographic evidence of the following would be sought:- a video of the boundary from inside looking out and vice-versa, North, South, East, West images ACTION – MF to meet with Touchdown Pictures The committee were asked to consider whether further images could be taken in 18 months time to include in the Plan in view of the current development taking place, a 'Before and After' to highlight the issues ACTION – MF to discuss with Touchdown Pictures the possibility of further work in the future as outlined above | MF MF |
| 7. | <p>Stakeholder List</p> <ul style="list-style-type: none"> Remains ongoing and everyone was encouraged to review and update as required A separate consultation day/evening for the stakeholders in the Parish will be undertaken in the Spring | |
| 8. | <p>Community Survey</p> <ul style="list-style-type: none"> Parish Council agree timetable at their October meeting Leaflet Drop to all residents – 15 November 2025 Community Survey commences – 1 December 2025 Community Survey closes – 5 January 2026 <p>Community Survey preparation</p> <ul style="list-style-type: none"> The survey has been prepared in both electronic and paper formats and has been reviewed and tested Further additions/ amendments to questions have been suggested following the draft preparation of the Plan overview and feedback ACTION – Amendments to survey questions Discussion held around the distribution of the survey. This will mainly be in electronic format, accessible from the Neighbourhood Plan section of the Offenham Parish Council website. It was suggested that a QR code which links direct to the survey could be included in the initial leaflet. ACTION – QR code to be formatted and emailed to CP for inclusion in the leaflet Paper copies of the survey will be placed in areas around the village for those members of the public unable to access online. It was agreed that an initial print run of 200 copies would be undertaken. Quotes are to be obtained for printing and emailed to the steering committee for consideration and approval as the printing may need to be undertaken before the next meeting. | SG SG |

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| | <ul style="list-style-type: none"> • ACTION – quotes to be obtained for the printing of 200 copies of the Community Survey in Black and White, together with a quote for an additional print run should it be required. It was suggested quotes could be obtained from Zimprint and Vale Press • SG has agreed to collate the survey results once completed along with adding the returns from paper based surveys to the googldoc to allow for easier analysis of the results. CH offered to assist with the input of data. • Collection of paper based surveys – it was suggested that a box may be placed in the village shop where residents could ‘drop off’ their survey • ACTION – village shop to be contacted to ascertain if this is acceptable <p>Initial Leaflet</p> <ul style="list-style-type: none"> • A leaflet is to be produced which will be delivered to every property within the Parish to raise awareness within the community that the Community Survey will be undertaken in December. • An A5 leaflet or a postcard option were discussed and CP agreed to design both for committee consideration by email • Various phrases to be included were discussed to catch the public’s attention • ACTION – leaflet in both formats to be designed and approved by email by the committee • Distribution of the leaflet was discussed. CP suggested that the Parish Magazine delivery personnel could be asked and the remainder of the area covered by the committee and volunteers • ACTION – Parish Magazine delivery personnel to be contacted to request assistance. Delivery area to be mapped out Committee/Volunteers to be contacted and delivery areas designated | CP CH CP CP/CH? |
| 9. | Timeline <ul style="list-style-type: none"> • This will be updated and shared via email • To be discussed at next meeting - ongoing | CP |
| 10. | Policies <ul style="list-style-type: none"> • Update reliant on outcome of Community Survey – ongoing | MP |
| 11. | No further business | |
| 12. | Date of Next Meetings 20 November - 7pm The Royal British Legion 18 December - 7pm The Royal British Legion 22 January 2026 - 7pm The Royal British Legion | |

Approved.....  Date..... 20/11/25
Martin Penny, Chair