



Offenhams Neighbourhood Plan (ONP) – Steering Committee Meeting

MINUTES of a meeting of the Committee held on 20th November 2025 at 7pm

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

Also present – Matthew Winfield (MW), Bretforton & Offenhams District Councillor, and one member of the public

Item	Minute	Action
1.	<p>Apologies for Absence and Welcome</p> <ul style="list-style-type: none"> Claire Penny CP) MP 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"> MP gave a Chair’s update (appendix attached) The Stakeholder Listing is available on the website and has been updated. Dates for the Stakeholders meeting are to be arranged. Entries have been received for the photography competition, closing date 30th November. There will be prizes given. The Leaflet drop for the upcoming Community Survey was carried out over the past weekend with over 700 leaflets distributed throughout the Parish. Feedback from the public was that the postcard leaflet was of good quality and attracted the attention of the householder. Next Steps will be Survey analysis and then a Call for Sites. MF showed a sample review of the drone footage undertaken of the boundary of the Parish. <p><i>Question – Will the Neighbourhood Plan be able to dictate what future build houses look like, design etc?</i></p> <ul style="list-style-type: none"> The Plan can suggest the acceptable aesthetic of buildings and can have some influence. <p>Public Meeting Closed</p>	
3.	<p>Meeting re-opened</p> <ul style="list-style-type: none"> Minutes of meeting held on 16th October 2025 were approved and signed. These will now be uploaded to Facebook, the ONP webpage, and Wychavon DC 	CH/CP

4.	<p>Matters Outstanding from Previous Meetings Funding Application to Wychavon DC</p> <ul style="list-style-type: none"> • In course – Further quotes have been requested from Avon Planning and Dr David Nicholson. Once received these will be discussed at the steering group meeting in January before an application for a further £10K funding is submitted to Wychavon DC. • MP asked that Finance is added as an ongoing item to future meeting Agendas • MP produced a detailed account of funding and expenditure to date. Funding from Offenham Parish Council £10K. Expenditure to date £549. 	MP/All CH
5.	<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. • The competition closes on 30th November and responses have been few to date. Further promotion on social media was agreed with information on the prizes available. <p>Drone Footage</p> <ul style="list-style-type: none"> • MF showed excerpts from the drone footage taken from the Parish Boundary showing both inward and outward looking views. The footage is of high quality and panoramic stills are also available. • The committee thanked MF for his time in engaging and working with Touchdown Pictures Limited to obtain this footage. <p>MF will arrange for the footage to be uploaded on the Parish website, and excerpts to be shown at the next Parish Council meeting.</p>	CP MF
6.	<p>Community Survey Leaflet Drop</p> <ul style="list-style-type: none"> • Postcard style leaflets were produced with information on the ONP, the dates the survey will open, and a QR code to access the survey at a cost of £89 for 1,000. • Over 700 leaflets were delivered to all residents of Offenham Parish Council over the weekend of 21 – 23 November. • The Committee thanked CP for her hard work in sorting the leaflets by street, arranging volunteers, and ensuring the ease at which the leaflet delivery could be made. • The committee received feedback that some residents had already tried to open the survey which was not due to go live until 1st December. <p>Survey</p> <ul style="list-style-type: none"> • A discussion took place around the availability/accessibility of the survey. The committee is conscious that not all residents have access to the internet to complete the survey online. • Paper copies of the survey will be made available at various points around the village: shop/post office, Village Hall, British Legion, Church, Brewery, and The Bridge public house. • It was also suggested that copies be delivered to Cedar House Care Home for residents to complete. 	CP/SG DK

	<ul style="list-style-type: none"> • A quote for printing 100 and 150 copies, with a further quote for a request for additional copies if required is to be obtained. • <i>It was agreed that the quote for printing would be agreed via email by the committee due to the short timescales now.</i> • The committee discussed maintaining the momentum and engaging the community in the survey. • Members of the committee will make ‘announcements’ and any village functions they attend to remind residents to have their say and complete the survey. <p>CH agreed to contact the Wake committee and request an announcement at ‘Carols Around the Maypole’.</p> <p>MP agreed to contact the Cricket Club</p> <ul style="list-style-type: none"> • Eye catching posters of several different designs will be placed on noticeboards around the village, the shop, pub, legion, and village hall. • A full page has been added to the December Parish Magazine including the barcode. • A quotation for banners, without dates, reminding residents to complete the survey is to be obtained for siting at various key points around the village. SG agreed to provide the wording and liaise with CP to obtain quotes. • ‘Survey Open Now’ is to be added to the ONP website. As several enquiries had already been made ahead of the official opening date it was agreed to make the survey live now, after adding the collection points. • Completed paper copies of the survey may be delivered to various points around the village, or to MP or SG. Details of collection points are at the end of the survey document. • Reminders are to be posted on a regular basis to social media. <p>Community Survey commences – 1 December 2025 Community Survey closes – 5 January 2026</p>	<p>ALL</p> <p>ALL</p> <p>CH MP</p> <p>SG</p> <p>SG/CP</p> <p>SG/CP</p> <p>CP</p>
7.	<p>Timeline</p> <ul style="list-style-type: none"> • Survey results are to be collated by 22 January in readiness for the January Steering Group meeting. • Early February a meeting will be held to award the prizes for the photo competition. 	
8.	<p>Call For Sites</p> <ul style="list-style-type: none"> • SG has produced a draft document for a Call for Sites together with a Draft Criteria for Assessment document. Committee are asked to review these ahead of the January meeting. • Stakeholder meetings will take place in February, dates t.b.c. It was agreed that at least two meetings would be required with the Call for Sites document made available at those meetings. • Dates and format to be agreed in January meeting. 	
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Draft Policies Framework is to be revisited once the Survey results have been collated 	

	<ul style="list-style-type: none"> • It was agreed that December's meeting would be an informal Open Forum with an opportunity to discuss the Community Survey. SG agreed to provide mince pies. • A poster agenda and advert on the website/social media will be placed. 	SG CH
12.	<p>Date of Next Meetings</p> <p>18 December - 7pm The Royal British Legion (Informal Open Forum with Refreshments)</p> <p>22 January 2026 - 7pm The Royal British Legion</p> <p>19th February 2026 – 7pm Venue t.b.c.</p> <p>19th March 2026 – 7pm Venue t.b.c.</p>	

Approved..........Date: 18 Dec 2025
Martin Penny, Chair