



## Offenhams Neighbourhood Plan (ONP) – Steering Committee Meeting

### MINUTES of a meeting of the Committee held on 18<sup>th</sup> December 2025 at 7pm

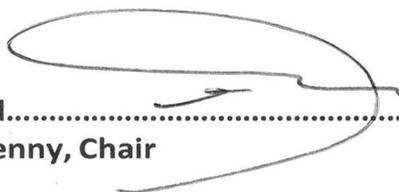
**Present:** Martin Penny – Chair (MP)  
Sharon Graham (SG)  
Claire Penny CP)  
Doug Keitley (DG)

Also present – Ian Graham (Chair OPC) and one member of the public

Item	Minute	Action
1.	<p><b>Apologies for Absence and Welcome</b></p> <ul style="list-style-type: none"> <li>• Marc Farmer (MF)</li> <li>• Claire Henderson (CH)</li> <li>• MP welcomed the committee and members of the public</li> </ul>	
2.	<p><b>Open Meeting/Public Forum</b></p> <p>MP opened the floor for general discussion as the meeting was designed to assist with anyone wishing to complete the Community Survey.</p> <p>Following discussion a number of actions and comments were recorded:</p> <ol style="list-style-type: none"> <li>1. SG had produced an analysis of the 66 responses received to date that was discussed by those present. The key findings included age distribution, housing tenure &amp; stability, and employment status. There was a discussion on how to engage with the missing groups</li> <li>2. Actions agreed:               <ol style="list-style-type: none"> <li>a. Investigate use of TikTok and Instagram – <b>CP</b></li> <li>b. Ariel Footage to be uploaded to YouTube channel as teaser with link – <b>CP / SG</b></li> <li>c. Ensure pdf available on website to download – <b>CH</b></li> <li>d. Extend deadline to end of January 2025 and publicise – <b>MP / CP</b></li> <li>e. Get entry into School Newsletter before end of term – <b>MP</b></li> <li>f. Announcement in church and at maypole carols – <b>MP / CH</b></li> </ol> </li> </ol>	

3.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Items for next agenda: <ul style="list-style-type: none"> <li>a. Follow up on Photography Comp Judging</li> <li>b. Further update from Community Survey</li> <li>c. Review Draft Documents from SG</li> <li>d. Update Timeline to include revised dates</li> <li>e. Find date for public consultation and display with village hall</li> <li>f. Finalise date for stakeholder consultations</li> <li>g. Follow up other items from November meeting not reviewed at this meeting (December 2025)</li> <li>h. Include link to conservation area interactive map to website</li> <li>i. Invite conservation officer to ONP meeting post survey results</li> </ul> </li> </ul>	
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4.	<p><b>Date of Next Meetings</b></p> <p>22<sup>nd</sup> January 2026 - 7pm The Royal British Legion  19<sup>th</sup> February 2026 – 7pm Venue t.b.c.  19<sup>th</sup> March 2026 – 7pm Venue t.b.c.</p>	
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**Approved**.....**Date:** .....22/1/26.
  
**Martin Penny, Chair**