



Offenham Neighbourhood Plan (ONP) – Steering Committee Meeting MINUTES

Date	22nd JANUARY 2025	Time	7:00pm – 9.00pm
Venue	British Legion, Offenham		
Membership – Chair - Martin Penny; Members – Claire Henderson; Marc Farmer; Sharon Graham; Doug Keitley; Claire Penny			
In attendance –			

#	Item	Lead	Time	Paper	Action
1.	<ul style="list-style-type: none"> • Welcome and Apologies • Adjourn the meeting for Open Forum 	Chair/Secretary	7.00pm		
2.	<p>Open Public Session</p> <ul style="list-style-type: none"> • Update from Chair <p>Members of the public may address or put questions to the Parish Council during Open Forum on any matter connected with the Agenda, or for inclusion on future agendas, and are welcome to stay after the conclusion of the Open Forum but not allowed to take any further part in the meeting.</p> <ul style="list-style-type: none"> • Request for volunteers <p>Close Public Session</p>	Chair	7:05pm – 7.30pm	Verbal	Note
3.	<p>Reopen meeting and approve Minutes of Last Meeting</p> <ul style="list-style-type: none"> • To approve the minutes of the meeting held on December 2025 • Matters Arising not elsewhere on the agenda including Nov 25 items 	Chair	7:35pm		Approve Discuss
4.	<p>Matters Outstanding from previous meetings</p> <ul style="list-style-type: none"> • Funding Application • Alternative Planning Consultant 	MP MP			Note
5.	<p>Photography Competition</p> <ul style="list-style-type: none"> • Update • Follow up on Photography Comp Judging 	MF			Discuss/Action
6.	<p>Community Survey</p> <p>a. Further update from Community</p>	SG/CP			Discuss/Action

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	Survey				
7.	Timeline a. Update Timeline to include revised dates	CP			
8.	9. Review Draft Documents from SG				
10.	11. Find date for public consultation and display with village hall 12. Finalise date for stakeholder consultations				
13.	Call For Sites <ul style="list-style-type: none"> Review draft documents Timing and Distribution 	SG			
14.	South Worcestershire Development Plan Update	MP			
15.	Any Other Business <ol style="list-style-type: none"> Conservation area – add interactive map to website. Invite conservation officer to attend ONP meeting post survey results. 	Chair			
16.	Date of Next Meetings Third Thursday of each month 19 th February 2026 – 7pm venue t.b.c. 19 th March 2026 – 7pm – venue t.b.c.	Chair	8.55pm	Verbal	Note