



Offenhams Neighbourhood Plan (ONP) – Steering Committee Meeting MINUTES

Date	19 th February 2025	Time	7:00pm – 9.00pm
Venue	British Legion, Offenhams		
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 • Welcome new steering committee member • 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 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. • 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 22nd January 2026 • Matters Arising not elsewhere on the agenda 	Chair	7:35pm		Approve Discuss
4.	<p>Matters Outstanding from previous meetings</p> <ul style="list-style-type: none"> • Photography competition prizes and invitations • Quote from Planning Consultant • Funding application • Conservation area – add interactive map to website. • Invite conservation officer to attend ONP meeting post survey results. 	MF MP MP MP	7:40pm		Note

#	Item	Lead	Time	Paper	Action
5.	Community Survey <ul style="list-style-type: none"> • Results • Policies 	SG/ALL	7:45pm		Discuss/Action
6.	Public Consultation Meeting <ul style="list-style-type: none"> • Hall Hire (finalised) • Publicity • Letters 	MF/SG	8.15pm		
7.	Stakeholders Meeting <ul style="list-style-type: none"> • Date and Venue • Invitations/Letters (Review drafts) • Call for Sites • Letters (review Drafts) 	SG	8.35pm		
8.	Timeline Update	CP	8.50pm		
9.	Any Other Business	Chair			
10.	Date of Next Meetings Third Thursday of each month 19 th March 2026 – 7pm – British Legion 16 th April 2026 – 7pm – British Legion	Chair	8.55pm	Verbal	Note