

**To: Andrew Bax (Chairman); Pat Athawes; Diane Dunsdon; Janet Manning; John Scott; Pervin Shahin; Tom Shebbeare (Vice Chairman); Richard Webber; ; Richard Williams.**

**Steering Group Meeting to be held at 7-9 pm on Friday 25<sup>th</sup> January 2013 at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

*Ben Smith (OCC Highways) and Stuart Roberts (Sovereign Housing Assoc.) will be present at this meeting*

<b>AGENDA</b>		<b>Est. timing</b>
<b>1</b>	<b>Public Participation:</b> an opportunity for any members of the public present to raise items not on the Agenda or to state their views on Agenda items	15 min.
<b>2</b>	<b>Apologies</b>	1 mins.
<b>3</b>	<b>Minutes of the Meeting held on Friday 11<sup>th</sup> January 2013</b>	3 mins.
<b>4</b>	<b>Action Point Review/Matters Arising from the last meeting:</b> the List of Actions Taken since the last meeting will be taken as read	3 mins.
<b>5</b>	<b>Transport issues:</b> to hear from Ben Smith (OCC Highways) and to discuss strategic highways issues raised by the Transport Working Group (Pervin Shahin/John Scott) relating to Drayton including e.g. present and future traffic levels; road layouts (roundabouts; crossings etc.); A34 related issues; bus services; cycle-ways; traffic calming & road safety	30 mins.
<b>6</b>	<b>Housing:</b> to receive a report from the Housing Working Group (Janet Manning) and to discuss with Stuart Roberts (Sovereign Housing Assoc.) issues relating to any possible new affordable housing in Drayton	30 mins.
<b>7</b>	<b>Consultation Meetings:</b> to report on meetings arranged with neighbouring parish councils and Drayton landowners (Andrew Bax/Clerk)	5 mins
<b>8</b>	<b>Plan Timetable</b> (Tom Shebbeare): to consider and agree the activity schedule for the coming year	5 mins.
<b>9</b>	<b>Working Groups - Report back from Conveners</b> <ul style="list-style-type: none"> <li>• Housing: (Convener: Janet Manning) – <u>see item 6 above</u></li> <li>• Sustainability – including biodiversity (Convener: Diane Dunsdon)</li> <li>• Transport: (Convener: Pervin Shahin) – <u>see item 5 above</u></li> <li>• Work &amp; Play (Convener: Richard Williams)</li> </ul> <u>Working Group Feedback on:</u> <ul style="list-style-type: none"> <li>• ‘Vision’</li> </ul>	10 mins
<b>10</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Training (CPRE;ORCC Sustainability Assessment)</li> <li>• Publicity (mid-Jan website bulletin &amp; email list message)</li> </ul>	5 mins
<b>11</b>	<b>Date and time of Future Meetings to be noted:</b> All at 7pm at the Caudwell Day Centre, Gravel Lane <ul style="list-style-type: none"> <li>• Friday 8<sup>th</sup> February 2013</li> <li>• Friday 22<sup>nd</sup> February 2013</li> <li>• Friday 8<sup>th</sup> March 2013</li> <li>• Friday 22<sup>nd</sup> March 2013</li> </ul>	2 mins.

***Standing Order: Steering Group meetings should not normally exceed 2 hours in length***