

**To: Andrew Bax (Chairman); Pat Athawes; Diane Dunsdon; Janet Manning; John Scott; Pervin Shahin; Tom Shebbeare (Vice Chairman); Richard Webber; Richard Williams
Katherine Macdonald (VWHDC) will attend this meeting**

Steering Group Meeting to be held at 7-9 pm on Friday 5th April 2013 at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

AGENDA		Est. timing
1	Public Participation: an opportunity for any members of the public present to raise items not on the Agenda or to state their views on Agenda items	10 min.
2	Apologies – Janet Manning; John Scott; Richard Williams	1 mins
3	Minutes of the Meeting held on Friday 22nd March 2013	3 mins.
4	Action Point Review/Matters Arising from the last meeting: the List of Actions Taken since the last meeting will be taken as read <ul style="list-style-type: none"> • DAMASCUS Youth Project – Pizza night – report back • Design Council/CABE work • Bird Survey work (Pat Athawes) • Finance (Clerk) 	10 mins.
5	Community Consultation: Arrangements for the April community meeting and the May community questionnaire	30 mins.
7	Communications Plan (Pat Athawes)	20 mins
8	Meetings with Landowners <ul style="list-style-type: none"> • Lockway land (John Binning) 	
9	VWHDC Draft Local Plan – to discuss Drayton2020 consideration and response to the draft Local Plan (by 9 th May)	10 mins
10	Drayton Community School – information exchange with School Governors & Head Teacher	10 mins
11	Working Groups - Report back from Conveners <ul style="list-style-type: none"> • Sustainability – including biodiversity (Convener: Diane Dunsdon) • Transport: (Convener: Pervin Shahin) 	10 mins
12	VWHDC Comments (Katherine Macdonald)	5 mins
13	Any Other Business	5 mins
14	Date and time of Future Meetings to be noted: All at 7pm at the Caudwell Day Cent <ul style="list-style-type: none"> • Friday 19th April • Friday 3rd May (? Bank holiday w/end) • Friday 17th May • Friday 31st May 	1 min

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