

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 28th June 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	5 min.
2	Apologies	1 mins
3	Declarations of Interest relating to any items on the Agenda	1 mins
4	Minutes of the Meeting held on Friday 14th June 2013	3 mins.
5	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"> • Sustainability Assessment (David Mercer) • Policies (Richard Webber) • Environmental Issues: ABNATs Assistance/Tree Preservation Orders (Clerk) 	15 mins.
6	Community Consultation: Questionnaire (Richard Williams/Janet Manning/Clerk) <ul style="list-style-type: none"> • Accompanying brochure (Tom Shebbeare/AndrewBax) • Distribution & Collection/Schedule 	45 mins.
7	Meetings with Landowners - update	5 mins
8	Publicity & Website (Pat Athawes/Clerk)	5 mins
9	Finances and Fundraising (Clerk)	5 mins
10	Any Other Business	5 mins
11	Date and time of Future Meetings to be noted: All at 7pm at the Caudwell Day Centre <ul style="list-style-type: none"> • Friday 12th July 	1 min

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