

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 12th July 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 28th 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"> • Policies (Richard Webber) • Environmental Issues: ABNATs Assistance/Tree Preservation Orders (Clerk) 	15 mins.
6	Community Consultation: Questionnaire <ul style="list-style-type: none"> • Design and printing (Tom Shebbeare) • Publicity – banners etc. (Tom Shebbeare) • Collectors’ recruitment (Richard Webber) • Collector’s training • Analysis (ORCC – Clerk) 	45 mins.
7	Meetings with Landowners - update	5 mins
8	Project Plan Review: <ul style="list-style-type: none"> • DRAFT Neighbourhood Plan – Who will begin draft in Sept? • Community Consultation event (October) – Organisation/Organisers/Venue/ 	
9	Publicity & Website (Pat Athawes/Clerk)	5 mins
10	Finances and Fundraising (Clerk)	5 mins
11	Any Other Business	5 mins
12	Date and time of Future Meetings to be noted: All at 7pm at the Caudwell Day Centre <ul style="list-style-type: none"> • No future meeting are booked – decide date next meeting and frequency (Clerk is away 22nd July – 2nd August, but Deputy Clerk may be able to cover) 	1 min

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