

**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 23<sup>rd</sup> August 2013 at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

| <b>AGENDA</b> |  | <b>Est. timing</b> |
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| <b>1</b>      | <b>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</b>   | <b>5 min.</b>      |
| <b>2</b>      | <b>Apologies – Tom Shebbeare</b>   | <b>1 mins</b>      |
| <b>3</b>      | <b>Declarations of Interest relating to any items on the Agenda</b>  | <b>1 mins</b>      |
| <b>4</b>      | <b>Minutes of the Meeting held on Friday 12<sup>th</sup> July 2013</b>   | <b>3 mins.</b>     |
| <b>5</b>      | <b>Action Point Review/Matters Arising from the last meeting: the List of Actions Taken since the last meeting will be taken as read</b> <ul style="list-style-type: none"> <li>• <b>Policies (Richard Webber)</b></li> <li>• <b>Environmental Issues: ABNATs Assistance/Biodiversity talk (Clerk)</b></li> <li>• <b>Oxford County Council Countryside Services – Footpaths meeting (Clerk)</b></li> </ul> | <b>15 mins.</b>    |
| <b>6</b>      | <b>Questionnaire and publicity; analysis – Report back</b>   | <b>10 mins</b>     |
| <b>7</b>      | <b>Meetings with Landowners - update</b>   | <b>5 mins</b>      |
| <b>8</b>      | <b>Project Plan Review:</b> <ul style="list-style-type: none"> <li>• <b>DRAFT Neighbourhood Plan</b></li> <li>• <b>Community Consultation event (18/19 October)</b></li> </ul>   | <b>15 mins</b>     |
| <b>9</b>      | <b>Publicity &amp; Website (Pat Athawes/Clerk)</b>   | <b>5 mins</b>      |
| <b>10</b>     | <b>Finances and Fundraising (Clerk)</b>  | <b>5 mins</b>      |
| <b>11</b>     | <b>Any Other Business</b> <ul style="list-style-type: none"> <li>• <b>Free trees for schools and community groups (Andrew Bax)</b></li> <li>• <b>Proposed development of farmland between Steventon &amp; Marcham (Oxford Garden City/Airport etc.)</b></li> </ul>   | <b>5 mins</b>      |
| <b>12</b>     | <b>Date and time of Future Meetings to be noted: All at 7pm at the Caudwell Day Centre</b> <ul style="list-style-type: none"> <li>• <b>Fri 23<sup>rd</sup> August</b></li> <li>• <b>Friday 6<sup>th</sup> September</b></li> <li>• <b>Fri 20<sup>th</sup> September</b></li> <li>• <b>Friday 4<sup>th</sup> October</b></li> <li>• <b>Friday 18<sup>th</sup> Oct</b></li> </ul>                            | <b>1 min</b>       |

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|  | <ul style="list-style-type: none"><li>• <b>Friday 1<sup>st</sup> November</b></li></ul> |  |
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**Standing Order: Steering Group meetings should not normally exceed 2 hours in length**