

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 6th September 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 23rd August 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"> • Questionnaire analysis – update (Andrew Bax/Clerk) • Prize Draw – meeting with Ed Vaizey (Andrew Bax/Clerk) • Policies (Richard Webber) • Environmental Issues: ABNATs Assistance/Biodiversity talk (Clerk) • Oxford County Council Countryside Services – Footpaths meeting (Clerk) 	20 mins.
6	Meetings with Landowners & VWHDC – update (Tom Shebbeare) <ul style="list-style-type: none"> • Draft letter to E of Plymouth Estates (Janet Manning/Richard Webber) 	15 mins
7	Proposed development of farmland between Steventon & Marcham (Oxford Garden City/Airport etc.) – (Richard Williams)	10 mins
8	Project Plan Review: <ul style="list-style-type: none"> • Schedule (Clerk) • DRAFT Neighbourhood Plan (David Mercer/Andrew Bax) • Community Consultation event (18/19 October) – Tom Shebbeare <ul style="list-style-type: none"> - Aims & Objectives Statement (Tom Shebbeare/Andrew Bax/John Scott) - Display boards 	15 mins
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"> • Fri 20th September • Friday 4th October <i>[Friday 18th Oct – CANCELLED – Consultation Event in Village Hall instead]</i> • Friday 1st November 	1 min

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