

To: Andrew Bax (Chairman); Pat Athawes; Diane Dunsdon; Janet Manning; David Mercer; John Scott; Pervin Shahin; Tom Shebbeare (Vice Chairman); Richard Webber; Richard Williams

Steering Group Meeting to be held at 7-9 pm on Friday 13th December 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	Meeting of Friday 29^h November 2013 – The Steering Group Meeting was CANCELLED and the Drayton2020 Drafting Group met instead.	1 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	10 mins.
6	DRAFT Neighbourhood Plan <ul style="list-style-type: none"> • Feedback to date including VWHDC comments (David Mercer) • Drayton Community Primary School 	40 mins
7	Project Plan schedule (Clerk)	5 mins
8	Meetings with Landowners & VWHDC /OCC– update (Tom Shebbeare) <ul style="list-style-type: none"> • Earl of Plymouth Estates • Land South of High Street – Savills • Caudwell/WYG • Messrs’ Delafield/Paddock at Rear of Fisher Close - JPPC 	20 mins
9	Implementation Issues: <ul style="list-style-type: none"> • New Community Building – Pre-School/Café/Meeting Room/Parking – Specification and Sizing • New Village Green – Specification of type and expected usage 	20 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"> • Friday 10th January 2014 • Friday 24th January 2014 	1 min

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