

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 10th January 2014 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 – Janet Manning	1 mins
3	Declarations of Interest relating to any items on the Agenda	1 mins
4	Minutes of the Meeting held on Friday 13th December 2013	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	5 mins.
6	Pre-Submission Consultation Copy of the Neighbourhood Plan <ul style="list-style-type: none"> • Report back from Parish Council meeting (David Mercer) • Design Code (re-drafted by Janet Manning) • Publication/Statutory Consultations (Clerk) • Consultation with Drayton village groups • Revision of Consultation copy to produce Submission copy – dealing with feedback • Illustrations/photos/production of Submission copy (expected mid-Feb) 	30 mins
7	Revision/completion of the Sustainability Assessment Scoping Report <ul style="list-style-type: none"> • Comments from Statutory Bodies consulted 	10 mins
8	Meetings/communications/matters of note 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 • Paddock at rear of allotments for sale 	15 mins
9	Feasibility Group Report Back (Tom Shebbeare) <ul style="list-style-type: none"> • Architect’s advice • Existing village Hall: meeting with VH Management Committee – Mon 20th Jan • New Community Building – Pre-School/Café/Meeting Room/Parking – Specification and Sizing • New Village Green – Specification of type and expected usage 	10 mins
10	Finances and Fundraising (Clerk)	5 mins
11	Any Other Business <ul style="list-style-type: none"> • Drayton Community Primary School • Pre School 	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 24th January 2014 • Dates/frequency of further meetings to be discussed 	1 min

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