

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 25th July 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 – Andrew Bax (Tom Shebbeare as Vice Chairman will chair the meeting); David Mercer	1 mins
3	Declarations of Interest relating to any items on the Agenda	1 mins
4	Minutes of the Meeting held on Friday 11th July 2014	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 <ul style="list-style-type: none"> • A34 Planting (Clerk) • Road Noise study (Clerk) • Drayton Community School/OCC (Pat Athawes/Richard Webber) 	5 mins.
6	Feasibility Group Report Back (Tom Shebbeare) <ul style="list-style-type: none"> • Meetings/communications/matters of note with Landowners & VWHDC /OCC– update <ul style="list-style-type: none"> ○ Barrow Road Site – including football fields/pavilion ○ Manor Farm site ○ South of High Street Site ○ Traffic studies/update ○ Other sites (including Halls Close) 	20 mins
7	Pre-Submission Consultation Copy of the Neighbourhood Plan <ul style="list-style-type: none"> • Responses received to date (Clerk) • Submission documents required by VWHDC (Clerk) 	20 mins
8	Finances & Fundraising (Clerk)	5 mins
9	Any Other Business	3 mins
10	Date and time of Future Meetings to be noted: All at 7pm at the Caudwell Day Centre <ul style="list-style-type: none"> • 29th August – venue to be confirmed 	1 min

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