

**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 31st May 2013 at the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

<b>AGENDA</b>		<b>Est. timing</b>
<b>1</b>	<b>Public Participation:</b> 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.
<b>2</b>	<b>Apologies</b> – Tom Shebbeare; Diane Dunsdon	1 mins
<b>3</b>	<b>Declarations of Interest</b> relating to any items on the Agenda	
<b>4</b>	<b>Minutes of the Meeting held on Friday 17<sup>th</sup> May 2013</b>	3 mins.
<b>5</b>	<b>Action Point Review/Matters Arising from the last meeting:</b> the List of Actions Taken since the last meeting will be taken as read <ul style="list-style-type: none"> <li>• <b>Bird Survey work</b> (Pat Athawes)</li> <li>• <b>Housing Sites Criteria</b> (Andrew Bax/Janet Manning)</li> <li>• <b>Sustainability Assessment</b></li> <li>• <b>Drayton Chronicle advert to landowners</b> (Andrew Bax/Clerk)</li> </ul>	10 mins.
<b>6</b>	<b>Community Consultation:</b> <ul style="list-style-type: none"> <li>• Meeting with local businesses (John Scott)</li> <li>• Questionnaire (Richard Williams/Janet Manning/Clerk)</li> <li>• School Governors</li> <li>• Police</li> </ul>	30 mins.
<b>7</b>	<b>Meetings with Landowners</b> - update	5 mins
<b>8</b>	<b>Publicity &amp; Website</b> (Pat Athawes/Clerk)	5 mins
<b>9</b>	<b>Finances and Fundraising</b> (Clerk)	5 mins
<b>10</b>	<b>Any Other Business</b>	5 mins
<b>11</b>	<b>Date and time of Future Meetings to be noted:</b> All at 7pm at the Caudwell Day Centre <ul style="list-style-type: none"> <li>• Friday 31st May</li> <li>• Friday 14<sup>th</sup> June</li> <li>• Friday 28<sup>th</sup> June</li> <li>• Friday 12<sup>th</sup> July</li> </ul>	1 min

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