

**Community Liaison Group Meeting Agenda - Wrights Road Storage Ponds**

**Date and time:** 15 April 2026 at 1pm – 3:45pm

**Location:** Oxford Workingmen’s Club – meeting room, 160 High Street, Oxford

#	Item	Agenda Topic	Speaker	Time
1	Welcome and introductions	Introducing group members, roles and responsibilities	John Hardie	15 minutes
2	CLG – expectations and purpose	High level CLG purpose and agreed meeting rules	John Hardie	15 minutes
3	Membership	Discuss and agree membership numbers	John Hardie	30 minutes
<b>Coffee Break</b>				<b>15 minutes</b>
4	Draft Terms of Reference	Discuss and agree upon Terms of Reference	John Hardie	30 minutes
5	Election of Chairperson	Group to discuss election of Chairperson process	John Hardie	15 minutes
6	Communications and engagement update	Discuss and agree upon website content, publication of community members’ names, media policy and engagement	Communications Advisor - Gina McKenzie Community Liaison Officer – Tara King	15 minutes
7	Project update	Overview of upcoming project work	Scott Hoare	15 minutes
8	Questions, clarifications, agenda items, set meeting dates and times for the next 12 months (confirm once Chairperson is elected)	Invite questions, points of clarification and any suggested agenda items	John Hardie	10 minutes
9	Closing of the meeting	Confirm next meeting date –	John Hardie	5 minutes