



Lower Windrush Valley Project
c/o Oxfordshire County Council
Ron Groves House
23 Oxford Road
Kidlington
OX5 2BP

1st October 2019

Dear Sharon,

I am writing on behalf of the Lower Windrush Valley Project (LWVP) to request a nominated representative from Witney Town Council to sit on the LWVP Steering Group.

I have attached a copy of the LWVP Steering Group Terms of Reference and the LWVP Strategic Plan for your information. The Terms of Reference document gives a brief project background and describes the purpose of the Steering Group and Steering Group member's responsibilities. The Strategic Plan gives a more detailed description of the project and our objectives.

The Steering Group meets twice a year in March and September and the nominated representative would attend these meetings to represent Witney Town Council and the residents of Witney.

Please do not hesitate to get in touch if you require any further information.

Yours sincerely,

A handwritten signature in black ink that reads 'Rachel Crookes'. The signature is written in a cursive, flowing style.

Rachel Crookes
Lower Windrush Valley Project Officer