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| **NOTICE OF MEETING** |
| You are requested to attend a meeting of the **Neighbourhood Development Plan Steering** **Committee** to be held in the village hall meeting room on:  |
| **Date:** | **13th February 2018** | **Time:** | **8 PM** |
| **Place:** | **Burghfield Parish Hall meeting room** |

Public Open Forum/Participation

1. To receive members apologies for absence.
2. Minutes of the last Meeting
	1. To approve the Minutes of the last meeting of the Steering Committee held on

9th January, and the amended minutes of the meeting held on 12th December 2017

* 1. Matters arising that are not on this Agenda
1. Report from the Chairman
2. Event Diary update

May Fayre 13 May – manager, theme

1. Social Media and Web Page update
2. Project Plan update
3. Finance

Grant application update

1. Methodology Statement update

Vision statement questionnaire

Further questionnaires

Further events – drop-in centre events

1. Matters for future discussion
2. Date of next meeting