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| **NOTICE OF MEETING** |
| You are requested to attend a meeting of the **Neighbourhood Development Plan Steering** **Group** to be held in the village hall meeting room on:  |
| **Date:** | **Tuesday 21st February 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

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| **1.** | **Attendance** |
| **2.** | **Apologies for Absence** |
| **3.** | **Minutes of the last Meeting** 1. To approve the Minutes of the last meeting of the Neighbourhood Steering Group held on 7th February 2017
2. Matters arising from them
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| **4.** | **Planning Work & Resources**1. **Progress on the current work**:-
2. Grant Applications
3. **Plan the next work**:-
4. CSA Public Meeting Tuesday 4th April
5. Venue booking confirmation – done? cost?
6. Publicity – Parish Newsletter, website, poster etc.
7. Agenda confirmation & timetable
8. Who does what; equipment etc.
9. May Fayre stand
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| **6.** | **Date of Next Meeting** |