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| **MINUTES** |
| **Date:** | **Friday 3rd March 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** |

1. **Attendance**

Royce Longton, Erle Minhinnick, Olivier Marsden, Michael Wood, Duncan Godding

1. **Apologies for Absence**
2. **Minutes of the last meeting**
	1. Minutes of the last meeting of the Steering Committee held on 21sh February.
	2. Matters arising from them:

- the ToR with amended wording should go to the next PC meeting.

- Royce to extract relevant information about grant amounts to transmit to the PC

-Duncan G's nomination should be approved at the next PC meeting

1. **Planning work and Resources**
	1. Public meeting 4th April at CSA

- Dave Gregory will advertise on Burghfield community fb page, advertisment already up on NDP website, Erle has prepared a poster and will get a sufficient number printed to be put on parish noticeboards, and potentially in the 4 pubs, post office, tesco, co-op, londis, warings, church, cafe B, library, estate agents, village hall, 4 schools.

- Royce to bring a large map of parish to the meeting

-Erle to source paper pads to put on the tables at the CSA

-also to be sourced : markers and highlighters

-Royce has drafted a questionnaire to be distributed to all attendees; people will be asked for visual feedback, using green highlighters for positive points and pink for negative ones

-Erle to put together slides for the agenda, NDP group personnel, NDP timeline going forward, & plan of the evening

- Olivier to provide a “What is an NDP” slide for the introduction

- meeting planned at the CSA to look through the slides together

* 1. May Fayre

- Items needed :parish map, large printed draft vision statement, flipchart boards & markers, lego/toys to keep kids happy

* 1. Interaction with WBerks.

- Terms of engagement re. Area designation have been received from Wberks council, and forwarded to PC for approval

- Royce to contact Leila Basset from WBC to organise a meeting with them, aiming for 03/04 AM

**5. Date & venue of the next meeting: Friday 17th of March 8PM at the CSA**

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