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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 Community Sports Association Front Lounge on:  |
| **Date:** | **Friday 17th March 2017** | **Time:** | **8.00pm** |
| **Place:** | **Community Sports Association Front Lounge, James Lane RG30 3RS** |

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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 3rd March 2017
2. Matters arising from them
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| **4.** | **Planning Work & Resources**1. **Progress on the current work**:-
2. Responses from BPC – Duncan Godding nomination, budgetary financial support, public meeting requested to be on BPC website and Terms of Reference wording clarity.
3. Project Plan and Budget review
4. **Plan the next work**:-
5. CSA Public Meeting
6. Posters – laminations done & who is posting them where? at parish noticeboards, the 4 pubs, Post Office, Tesco, Co-op, Londis, Warings, Church, Cafe B, Library, Estate agents, Parish hall, 4 schools.
7. Large map of parish to the meeting - RL
8. Flipchart paper to put on the tables - EM
9. Markers and highlighters (green & pink) – who?
10. Questionnaire – finalised & printed -RL
11. Power point slides – EM - OM to provide a “What is an NDP” slide for the introduction
12. Laptop & projector – EM
13. Screen – RL
14. Agenda – who is hosting which topic?
15. Rehearsal - all
16. May Fayre stand:- Source of tent & boards.
17. Meeting with Laila Basset (Wberks) : topcis to discuss
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|  | **Date of Next Meeting** |