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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 |
| **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 |
|  | **Date of Next Meeting** |