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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 March 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
   * To approve the Minutes of the last meeting of the Steering Committee held on 13th February 2018
   * Matters arising that are not on this Agenda
3. Chairman’s matters

* welcome new members
* quiz news

1. Event Diary update

* May Fayre 13 May
  + theme
  + equipment , e.g. cleaned boards for public response
* Drop-in centres – plan at next meeting

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

* Recruitment news
  + project manager theme
  + communications manager

1. Finance

Process: news about requesting funds from BPC

1. Methodology update update

* Nature reserve sub-group report
* Questionnaires
  + Vision Statement progress
  + Future questionnaires :
    - How many - 1 or more?
    - Questions generated from the Draft NDP?
    - How to select them
* NDP responses to recent West Berks reports :
  + Local Plan Review Scoping Report
  + Sustainability Report

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