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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