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| **Agenda** |
| 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:** | **10/04/2018** | **Time:** | **8pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

Public Open Forum/Participation

1. To receive members apologies for absence.
2. Minutes of the last Meeting
	1. To approve the Minutes of the last meeting of the Steering Committee held on

13/03/2018

* 1. Matters arising that are not on this Agenda
1. Chairman’s Matters

**Secretary**

**Quiz evening**

1. Event Diary update
**May Fayre 13 May – progress**
2. Social Media and Web Page update
3. Project Plan update

**Presentation of the Project Plan**

1. Finance
**£150 request for the environment group**
2. Methodology Statement update
**Vision Statement Questionnaire**

**NDP Communications Plan Draft V1**

**Items on the Project Plan to be started**

**Nature Reserve**

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