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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:** | **15th May 2018** | **Time:** | **8:00pm** |
| **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

10th April 2018

* 1. Matters arising that are not on this Agenda
	To include review of actions
1. Report from the Chairman
2. Event Diary update
3. Communications update
Including review of May Fayre
4. Project Plan update
5. Finance
6. Committee Roles
7. Methodology Statement update
This item to include whether we need to establish land ownership within the Parish
8. Matters for future discussion
9. Date of next meeting