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| You are requested to attend a meeting of the **Neighbourhood Development Plan Steering** **Committee – Questionnaire Sub-Group** to be held in the village hall meeting room on:  |
| **Date:** | **03/05/2018** | **Time:** | **8pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

Please note, this is a meeting to discuss the details of the planned questionnaire, there will be no Public Open Forum/Participation at this meeting.

**Agenda**

1. To receive members apologies for absence (EM).
2. Minutes of the last Meeting will be considered at the next full Steering Committee meeting on 15/05/2018.
3. Update on budget for May Fayre, support required on the day (IM)
4. Collate the draft questionnaire (EM)

N.B. the questionnaire (and any other recommendations) will need to be submitted to the next full Steering Committee meeting for ratification.