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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:** | **19th June 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

15th May 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 feedback from the questionnaire sub-group
Storage of Presentation Material
4. Project Plan update
5. Finance
6. Committee Roles
7. Methodology Statement update
Update on status of current locations and planning proposals in and around the Parish (IM)
Proposal from a member of the public regarding the NDP area in scope
8. Matters for future discussion
9. Date of next meeting