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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:** | **20th November 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

23rd October 2018

* 1. Matters arising that are not on this Agenda  
     To include review of actions

1. Report from the Chairman

Including Committee membership

1. Event Diary update  
   Including Christmas Tree Festival
2. Communications update   
   Including feedback from the questionnaire sub-group
3. Project Plan update
4. Finance
5. Methodology Statement update  
   Including:

Response to the WB Local Plan Review

Upcoming training courses on Neighbourhood Planning  
Grazeley Development

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