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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 January 2019** | **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

20th November 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  
   Questionnaire Introduction  
   RL additional comments on the Questions

Printing and Distribution of the Questionnaire  
Request from Burghfield Football Club  
Feedback from the AWE Presentation  
Feedback from the Heritage Assets Presentation, including a draft proposal regarding local listing of heritage sites

1. Project Plan update
2. Finance
3. Methodology Statement update  
   Including:

Response to the WB Local Plan Review

Grazeley Development  
Data Protection Policy

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