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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:** | **26th February 2019** | **Time:** | **8:00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

1. Public Open Forum/Participation
2. Discussion with representatives of Burghfield Football Club
3. To receive members apologies for absence.
4. Minutes of the last Meeting
   1. To approve the Minutes of the last meeting of the Steering Committee held on

15th January 2019

* 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
4. Project Plan update

Including proposal for the production of draft sections of the NDP

1. Finance
2. Methodology Statement update  
   Including:

Erle to report back on latest version of Parish Questionnaire

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