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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 March 2019** | **Time:** | **8:00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

1. Public Open Forum/Participation
2. To receive members apologies for absence.
3. Minutes of the last Meeting
	1. To approve the Minutes of the last meeting of the Steering Committee held on

26th February 2019

* 1. Matters arising that are not on this Agenda
	To include review of actions
1. Report from the Chairman
2. Event Diary update
Including:
Plans for May Fayre Stand
3. Communications update
4. Project Plan update

Including
Proposals for the expediting the NDP (LS/EM/RL)
Detailed plan for producing a draft NDP document (EM)

1. Finance
2. Methodology Statement update
Including:

Final amendments to Questionnaire (EM/MG)

Adoption of the Council’s Data Protection Policy

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