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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:** | **23rd July 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

18th June 2019

* 1. Matters arising that are not on this Agenda
	To include:
	Review of actions
1. Report from the Chairman (EM)
2. Report from the BPC representatives (RL/DK/AM/IM)
3. Event Diary update
4. Communications update

Including: Consultation on the West Berkshire draft Revised Statement of Community Involvement (SCI)
Meeting with Planning Policy Team following publication of the Housing and Economic Lane Availability Assessment

1. Methodology Statement update
including: the storage of NDP data on the BPC Datto workplace
simplified questionnaire for schools
2. Project Plan update

Including
An update on the currently proposed timeline (LS)
Feedback on progress with individual NDP sections (all)

1. Finance
2. Matters for future discussion
3. Date of next meeting
Currently scheduled for Tuesday 20th August