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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 November 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

15th October 2019

* 1. Matters arising that are not on this Agenda
	To include:
	Review of actions
1. Election of Chair/Vice-Chair
2. Report from the Chairman
3. Report from the BPC representatives (RL/DK/AM/IM)
4. Event Diary update
Including:
Character, Quality & Design in Neighbourhood Planning and beyond seminar
5. Communications update
6. Methodology Statement update
Including:
Analysis and presentation of data in the NDP (OM)
7. 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 17th December