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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:** | **17th December 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

19th November 2019

* 1. Matters arising that are not on this Agenda
	To include:
	Review of actions
1. Report from the Chairman
2. Report from the BPC representatives (RL/DK/IM)
3. Event Diary update
4. Communications update
Including: draft response to residents for questionnaire
5. Methodology Statement update
Including: Themes emerging from Q31 responses (OM)
6. Project Plan update

Including
Preparation for the NDP update presentation to the Parish Council meeting in January
Summary of results from Questionnaire (OM)
Evidence of what has been achieved so far (EM)
Budget estimate and timescale for completion of the document (LS)

1. Finance
2. Matters for future discussion
3. Date of next meeting
Currently scheduled for Tuesday 21st January 2020