|  |  |  |  |
| --- | --- | --- | --- |
| **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:** | **21st January 2020** | **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

17th December 2019

To confirm the correction to the minutes of the meeting 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. Project Plan update

Including   
Agreement of Project Plan to completion: best-case and worst-case scenarios (for submission to BPC)  
Progress update on draft NDP (all to provide feedback on updates to their sections with questionnaire results and in style/format agreed at the November meeting)

1. Methodology Statement update  
   Including: Setting policies: how will we review the chapters and set the policies within the planned timescale
2. Finance
3. Matters for future discussion
4. Date of next meeting  
   Currently scheduled for Tuesday 18th February 2020