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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:** | **18th February 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

21st January 2020

* 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: plans for May Fayre
5. Methodology Statement update
Including: Feedback from HELAA workshop (EM/LS/RL)
6. Project Plan update

Including
Review of Project Plan to completion: best-case and worst-case scenarios (for submission to BPC)
Progress update on draft NDP

1. Finance
2. Matters for future discussion
3. Date of next meeting
Currently scheduled for Tuesday 17th March 2020