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| **NOTICE OF MEETING** |
| You are requested to attend a meeting of the **Neighbourhood Development Plan Steering** **Committee**  |
| **Date:** | **Tuesday 14th September 2021** | **Time:** | **8:00 – 9:30pm** |
| **Place:** | **West Wing Committee Room, Burghfield Village Hall:** |

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

3rd March 2021

* 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/IM)
3. Event Diary update
4. Communications update
5. Methodology Statement update
6. Project Plan update

Including: Progress with draft NDP document

1. Finance
2. Matters for future discussion
3. Date of next meeting.