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| **NOTICE OF MEETING** |
| You are requested to attend a meeting of the **Neighbourhood Development Plan Steering** **Committee**  |
| **Date:** | **Tuesday 4th April 2023** | **Time:** | **7:30 – 8:30pm** |
| **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

13th April 2022

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

Including: Proposal to submit draft document to Parish Council

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