

## **Steering Committee Meeting 1st November 2023**

James Burrell

Rick Colthorpe

Karl Eaves

Katie Lee

Rosemary Waterkeyn

### **Steering Group**

- James to list all those who are in the LB Parish Neighbourhood Plan Steering Group (SG)
- Steering Group to agree role of chair and minute taker - when / who?
- Steering Group to agree regular meeting intervals and set dates up to March next year. Please share dates with Katie - when / Who?
- James to send on this note to all SG and cc in Katie

### **Project Plan**

- SG to agree leads for tasks and update the LB NDP Progress & Actions document.
- working draft of the update to the Plan prepared by Place Studios
- Rosemary has agreed to look at the History section
- First aim to get the introductory sections and the Community Projects section of the updated as a 'first draft by end November.