



MEPPERSHALL NEIGHBOURHOOD PLAN

**2021 to 2035 – Steering Group Minutes
and Parish Council Reports**

#LoveMeppershall

Steering Group Minutes

Steering group meetings took place on a monthly basis, normally on the 1st or 2nd week of the month prior to the Parish council meeting. Meetings would normally take place at one of the steering group members houses and then in 2020 via Zoom meetings. Central Bedfordshire Council offices and professional experts attended meetings as and when required. Additional meetings would be scheduled as and when required.

Following each of the Steering Group meetings, the notes and actions raised in the meeting were typed up and saved to Dropbox for the instant sharing with all group members.

All Meppershall Neighbourhood Plan Steering group meeting minutes are available to view on the Meppershall Parish Council website at: www.meppershall.org/neighbourhood-plan

Parish Council Reports

At each Parish council meeting, a status update was provided to the Parish council by either the Steering Group Spokesperson or a member of the steering group.

These updates would include the following but not limited to

- Information from the most recent steering group meeting
- Status of budget and grants
- Upcoming events or communications
- Progress report of the Draft NP
- Any risks, issues or delays

A summary of the verbal reports provided is contained within the approved minutes of each meeting.

Parish Council meeting minutes are available to view and download here:
<https://meppershall.org/parish-council/meetings/>