

## Tivetshall Neighbourhood Plan Steering Group Meeting

3 November 2022 – Commencing 8.30pm

**Present:** Rob Alleguen-Porter; Julie Brown; Ros Hill; Rachel Leggett; Alyson Read; John Tully

**Apologies:** Suzanne Clarke (Other business).

Rachel confirmed that the SNC Cabinet had approved the changes made by the Examiner Mr McGurk. The date set for the Referendum is 8<sup>th</sup> December 2022 and will be held at Tivetshall Village Hall. Alyson reported that usual election voting arrangements will apply. i.e. Any resident on the Electoral Register either in person and those with Postal Votes. Inclusion deadlines issued by SNC are on a separate public notice.

### Actions Agreed:

Amended Neighbourhood Plan and the Design Codes to be Accessibility compliant. **RACHEL**

Parish Council website to be updated with details. **RACHEL to compose. ROB to update website.**

Manual Copies of Plan and Design Codes. One to be held at Village Hall and one available from **ALYSON. Printing of 2 copies RACHEL** (SNC will display one at Long Stratton Library and at the Octagon in Diss.

### Advertising

Banner – Use existing one with an A3 laminated Referendum poster attached.

Posters – to be drawn up by **RACHEL**.

A5 leaflet to be hand delivered to every household. To be written by **RACHEL**. Delivered by **Steering Group members** and additional Residents we can ask to help us. Put additional copies of A5 on tables at café and on internal noticeboards.

Printing required: 3 x A3 laminated; 6 x A4 for village noticeboards and the Post Office; 350 x A5 leaflets. **RACHEL**

**Referendum Day** SNC have suggested Steering Group may wish to have one member present throughout to answer questions on the Nplan. The rules are that the Steering Group members must at no time encourage parishioners to vote in favour of the plan and must maintain a neutral stance.

Times of Poll – 7am-10pm Members felt residents may ask them how they should vote and it was AGREED not to risk this and not attend except to vote.

**The Count** For both Starston Referendum and The Tivetshalls will be held as soon as possible after close of poll. They will take place in Tivetshall Village Hall. SNC have invited a maximum of 4 members of the Steering Group to be present. The result will be declared immediately after the Count is completed. SNC will issue the formal result the following day (9<sup>th</sup> December).

**Assuming the result is to adopt the NPlan** a table of policies will be drawn up for ease of reference by the Parish Councillors when they are considering planning applications. **RACHEL**

Meeting ended at 9pm.

Alyson Read