



**SOUTHBOURNE PARISH  
NEIGHBOURHOOD PLANNING  
REFERENDUM**

**INFORMATION FOR VOTERS**

## **About this booklet**

On 5 November 2015, there will be a referendum on a neighbourhood development plan for your area. This booklet explains more about the referendum that is going to take place and how you can take part in it. In this booklet you can find out about:

- The referendum and how you can take part
- The neighbourhood area
- The neighbourhood plan
- The development plan [of which neighbourhood plans are part]

## **Referendum on the Neighbourhood Plan**

A referendum asks you to vote 'yes' or 'no' to a question. For this referendum you will receive a ballot paper with this question:

*Do you want Chichester District Council to use the neighbourhood plan for Southbourne Parish to help it decide planning applications in the neighbourhood area?*

## **How do I vote in the referendum?**

You vote by putting a cross (X) in the 'Yes' or 'No' box on your ballot paper. Put a cross in only **one** box or your vote will not be counted.

If more people vote 'yes' than 'no' in this referendum, then Chichester District Council will use the Neighbourhood Development Plan to help it decide planning applications in Southbourne.

The Neighbourhood Development Plan once adopted will then become part of the Development Plan. In the Chichester District Council Local Planning Authority area the development plan currently consists of the adopted Chichester Local Plan: Key Principles 2014-2029, the adopted West Sussex Minerals Local Plan, July 2003 (saved policies edition); and the West Sussex Waste Local Plan (April 2014).

If more people vote 'no' than 'yes', then planning applications will be decided without using the Neighbourhood Development Plan as part of the Development Plan for the local area.

## **What is Neighbourhood Planning?**

Neighbourhood planning aims to help local communities play a direct role in planning the areas in which they live and work.

A community can prepare a neighbourhood plan. This plan can show how the community wants land to be used and developed in its area.

### **What is a neighbourhood area?**

A neighbourhood area can cover single streets or large urban or rural areas. The boundaries of a neighbourhood area are put forward by:

- Parish councils
- A neighbourhood forum (a group of at least 21 people in areas without parish councils)

In Southbourne, the boundary of the neighbourhood area was determined by Chichester District Council and is identical to the parish area of Southbourne.

### **Who can prepare a Neighbourhood Plan?**

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In this case, the Southbourne Parish Neighbourhood Development Plan was prepared by Southbourne Parish Council.

### **What is a Development Plan?**

In England, planning applications are determined by local planning authorities in accordance with the Development Plan. A Development Plan is a set of documents that set out the policies for the development and use of land across the entire local authority area. Within the Chichester District, the local planning authority is Chichester District Council.

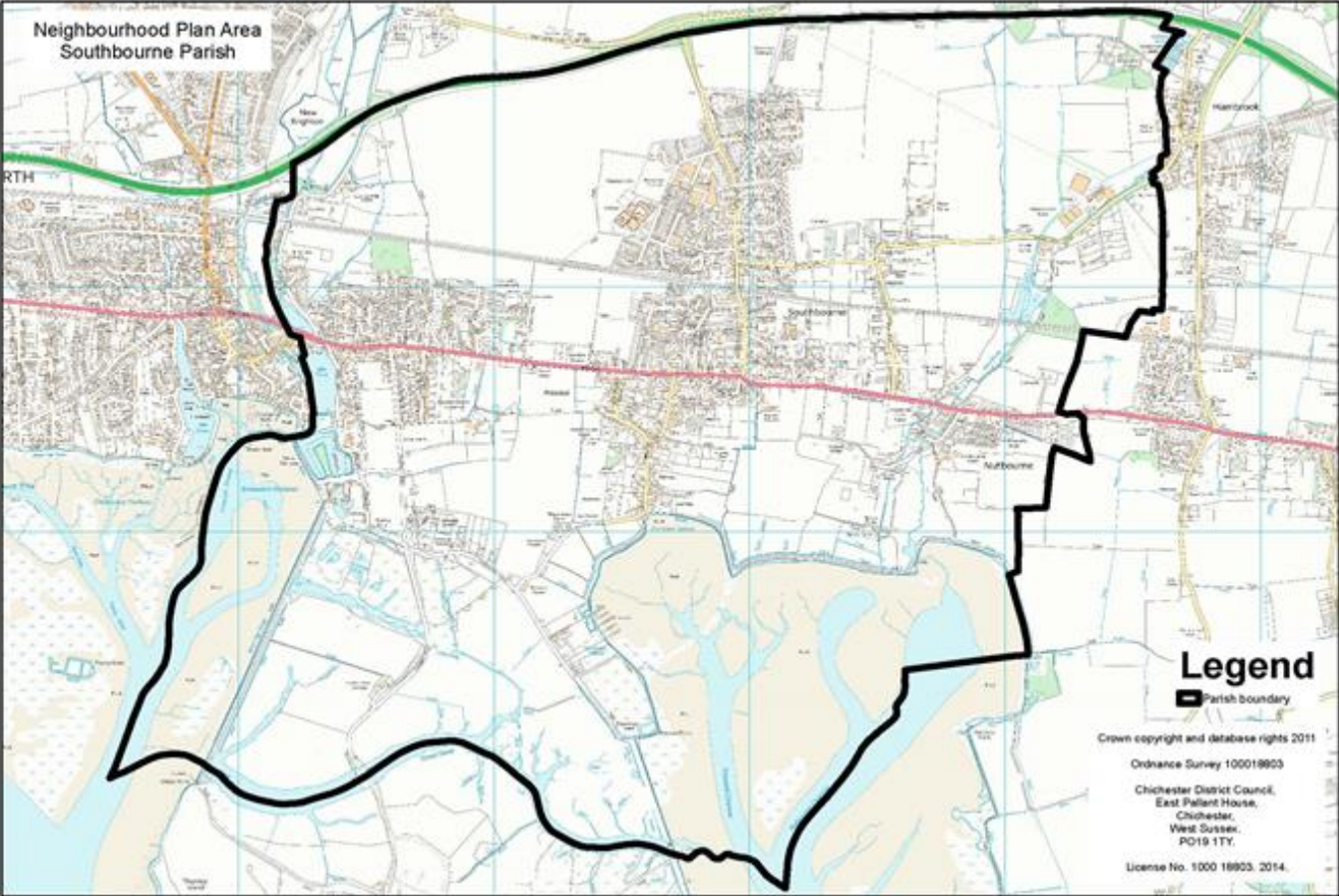
### **Neighbourhood Planning in Southbourne**

The Referendum area is identified on the map overleaf as the parish area of Southbourne Parish Council and is identical to the area which has been designated as the Southbourne Parish Neighbourhood Development Plan area.

### **Who is the Planning Authority?**

The planning authority for Southbourne Parish is Chichester District Council. Chichester District Council is the lead authority for Neighbourhood Planning matters in the parish, including Neighbourhood Planning Referendums.

# MAP OF SOUTHBOURNE PARISH



## **Referendum expenses**

Expenses can be incurred by an individual or body during the period of the Referendum for referendum purposes.

The Referendum expenses limit that will apply in relation to this Referendum is £2740.54. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 2362.

### Specified documents

A copy of the specified documents, that is the documents listed, may be inspected at:

- Southbourne Parish Council Office, Village Hall  
(Tuesdays 10.00 to 15.00)
- Westgate Leisure Bourne  
(Mon to Fri 7.00 to 22.30; Sat 7.30 to 19.30; Sun 9.00 to 19.30)
- Southbourne Farm Shop  
(Mon to Sat 7.00 to 17.30; Sun 8.00 to 16.00)
- Southbourne Club  
(Mon, Thurs, Fri 12.00 to 13.00; Mon to Fri 18.30 to 23.00; Sat and Sun 12.00 to 23.00)
- Southbourne Library  
(Mon to Fri 13.00 to 17.00; Sat 9.00 to 13.00)
- St John's Centre  
(Coffee Connect Mon to Fri 9.00 to 12.00)
- Age Concern Centre  
(Wed 10.00 to 14.00)
- Sussex Brewery  
(Daily 11.00 to 23.00)
- Travellers' Joy  
(Daily 10.00 to 24.00)
- Beijing Palace  
(Sun to Thurs 12.00 to 14.00, 17.30 to 22.00; Sat 12.00 to 14.00, 17.30 to 23.00)
- Sea Scout HQ, Prinsted Shore  
(Sat 10.00 to 16.00 until end of October and Sun 11.00 to 16.00 until end of October)

The specified documents are the:

- Post Examination version of Southbourne Parish Neighbourhood Development Plan 2014-2029
- Report of the independent Examiner and Addendum
- Strategic Environment Assessment for the Southbourne Parish Neighbourhood Plan and Addendum
- Summary of the representations submitted to the independent Examiner

- Statement by the local planning authority that the draft plan meets the basic conditions and the requirements of sections 38A & B of the Planning and Compulsory Purchase Act 2004 (*Decision Statement 8 September 2015*)

All the above documents can be viewed on Chichester District Council's website at [www.chichester.gov.uk/neighbourhoodplan](http://www.chichester.gov.uk/neighbourhoodplan)

- Statement that sets out general information as to town and country planning including neighbourhood planning and the referendum (*this is included in this Information Statement*)

### **Can I vote?**

You can vote in the referendum if you live in the Southbourne Parish area and:

- you are registered to vote in local council elections; and
- you are 18 years of age or over on 5 November 2015.

The referendum will be conducted based on procedures which are similar to those used at local government elections.

### **Ways of voting**

There are three ways of voting:

#### **In person on 5 November 2015:**

- At your local polling station. It is easy and a member of staff will always help if you are not sure what to do
- You will receive a poll card confirming your polling station for this referendum
- Polling stations are open from 7am to 10pm

#### **By post:**

- If you have a postal vote already, you will receive a poll card confirming this
- If you want to vote by post, you will need to complete an application form and send it to the Electoral Registration Officer to arrive by 5pm 21 October 2015 at this address:

Chichester District Council  
East Pallant House  
Chichester  
PO19 1TY

- Postal votes can be sent overseas but you need to think about whether you will have time to receive and return your completed postal vote by 5 November 2015
- You should receive your postal vote about a week before polling day. If it doesn't arrive in time, you can ask for a replacement up to 5pm on 5 November 2015 by contacting our Helpline on 01243 521010

**By proxy:**

- If you have a proxy vote already, you will receive a poll card confirming this
- If you can't get to the polling station and don't wish to vote by post, you may be able to vote by proxy. This means allowing somebody that you trust to vote on your behalf
- If you want to vote by proxy, you will need to complete an application form and send it to the Electoral Registration Officer to arrive by 5pm on 28 October 2015 at this address:

Chichester District Council  
East Pallant House  
Chichester  
PO19 1TY

- When you apply for a proxy vote, you must say why you cannot vote in person
- Anyone can be your proxy as long as they are eligible to vote and are willing to vote on your behalf. You will have to tell them how you want to vote.

Postal and proxy vote application forms are available from our Helpline on 01243 521010 or by emailing [elections@chichester.gov.uk](mailto:elections@chichester.gov.uk).

**Am I registered to vote?**

If you're not registered, you won't be able to vote. You can check if you are registered by calling our Helpline on 01243 521010.

If you are not registered to vote, you can go online to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) with your national insurance by 20 October 2015. If you do not have access to the internet please call our helpline on 01243 521010.

**How to find out more:**

- Further general information on neighbourhood planning is available at: [www.chichester.gov.uk](http://www.chichester.gov.uk)
- For queries about planning issues and neighbourhood planning in general, please contact the Chichester Planning Policy Team on 01243 534594
- For more information about voting and the arrangements for this referendum, please contact our Helpline on 01243 521010 or email: [elections@chichester.gov.uk](mailto:elections@chichester.gov.uk)