



Horsham
District
Council

**BILLINGSHURST
NEIGHBOURHOOD
DEVELOPMENT PLAN**

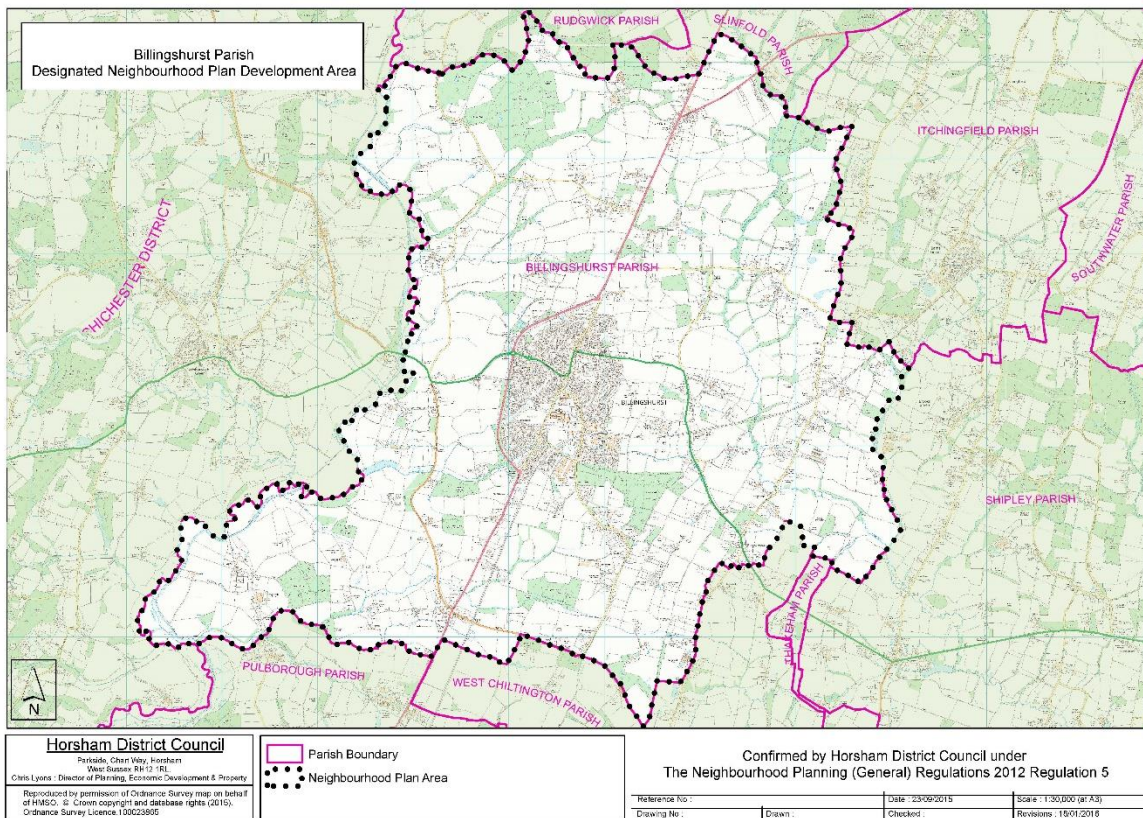
REFERENDUM

**INFORMATION STATEMENT
Referendum: 6 May 2021**

A neighbourhood planning referendum will be held for the ‘**Billingshurst Parish Neighbourhood Plan to 2031**’ on **6 May 2021**. The question to be put to voters is as follows:

‘Do you want Horsham District Council to use the neighbourhood plan for Billingshurst Parish to help it decide planning applications in the neighbourhood area?’

The Referendum area is identified on the map below. The area for the referendum is the designated Neighbourhood Plan area (see Plan A).



Plan A: Billingshurst Neighbourhood Plan Area

An elector is entitled to vote in the referendum on the 6 May 2021 if the following is true:

- The elector is entitled to vote in a local government election in the referendum area; and

- The elector's qualifying address for the referendum is in the referendum area. A person's qualifying address is in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered.

The referendum expenses limit that will apply in relation to the referendum is £2813.35 The number of persons entitles to vote in the referendum by reference to which the limit has been calculated is 7650.

The referendum will be conducted in accordance with procedures which are similar to those used at local government elections.

Viewing the Documents

The specified documents are:

- Billingshurst Neighbourhood Development Plan
- Report of the independent examiner
- Summary of the representations submitted to the independent examiner
- Decision statement (Statement by the local planning authority that the submission plan meets the basic conditions)
- Statement that sets out general information on neighbourhood planning and the referendum (information statement)

Online copies of the Plan and associated documents can be found by clicking on the following link:

- <https://www.horsham.gov.uk/planning/neighbourhood-planning/billingshurst>
- http://www.billingshurst.gov.uk/Neighbourhood_Plan_22674.aspx

If you have difficulties in viewing to the Plan and associated documentations online please in the first instance contact the relevant parish council office or alternatively please contact the District Council via the email below:

neighbourhood.planning@horsham.gov.uk

or call the following number **01403 215398** at the earliest possible opportunity so that we can take this into account. Each enquiry will be reviewed on a case by case basis.

With COVID-19, Horsham District Council has reviewed its protocols regarding referendums and in order to progress safely, we have made a decision that hard copies of the Neighbourhood Plan and associated documents will be viewed by **appointment only** at Parish Council offices and at the District Council offices.

Hard Copies of the documents can be viewed at the following locations by **appointment only**:

- **Billingshurst Centre**,
Roman Way, Billingshurst,
West Sussex
RH14 9QW
07981 192 712
clerk@billingshurst.gov.uk
- **Horsham District Council**, Parkside, Chart Way, Horsham, West Sussex RH12 1RL between 9.00am to 5.00pm Monday to Friday (by prior appointment – please call 01403 215398 and ask to speak to the neighbourhood planning officer or email to arrange an appointment to view the documents by sending an email to:

neighbourhood.planning@horsham.gov.uk

Prepared by Horsham District Council
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Referendum Notes:

On 6 May 2021, there will be a referendum on a neighbourhood development plan for Billingshurst Parish. The following note 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 Horsham District to use the neighbourhood plan for Billingshurst 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 Horsham District Council will use the Neighbourhood Development Plan to help it decide planning applications in Billingshurst Parish.

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:

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

Who can prepare a Neighbourhood Plan?

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In this case, the Billingshurst Neighbourhood Development Plan was prepared by Billingshurst 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 Horsham District, the local planning authority is Horsham District Council.

Can I vote?

An elector is entitled to vote in the referendum on the 06 May 2021 if the following is true:

- The elector is entitled to vote in a local government election in the referendum area; and
- The elector's qualifying address for the referendum is in the referendum area. A person's qualifying address is in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered.

You must be registered to vote by 19 April 2021 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01403 215581. 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 06 May 2021:

- At your local polling station. You will receive a poll card confirming your polling station for this referendum. In Billingshurst the polling station is:

Billingshurst Centre,
Roman Way,
Billingshurst,
RH14 9QW

Billingshurst Library,
Mill Lane,
Billingshurst
RH14 9JZ

St Gabriel's Church Hall,
East Street,
Billingshurst,
RH14 9QH

If you do not receive your poll card, you can contact our Helpline on 01403 215581 or email us at: elections@horsham.gov.uk

- 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.
- To vote by post, you will need to complete an [application form](#) and send it to the Electoral Registration Officer to arrive by 5pm on 20 April 2021 at this address:
Horsham District Council
Parkside
Chart Way
Horsham RH12 1RL
- 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 6 May 2021
- 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 6 May 2021 by contacting our Helpline on 01403 215581

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
- 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 27 April 2021 at this address:

Horsham District Council
Parkside
Chart Way
Horsham RH12 1RL

- 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 on our website at: www.horsham.gov.uk/electionspages/elections/voting If you cannot download a form please email us at: elections@horsham.gov.uk or call us on: 01403 215581.

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 emailing us at: elections@horsham.gov.uk or calling us on: 01403 215581.

If you are not registered to vote, you will need to complete your registration application by midnight on Monday 19 April 2021. You can register online at www.gov.uk/register-to-vote with your national insurance number. If you do not have access to the internet please call 01403 215581 or complete a registration form and send it to the Electoral Registration Officer to arrive by Monday 19 April 2021 at this address:

Horsham District Council
Parkside
Chart Way
Horsham RH12 1RL

How to find out more:

- Further general information on neighbourhood planning is available at: www.horsham.gov.uk/planning/neighbourhood-planning
- For queries about planning issues and Neighbourhood Planning in general, please contact planning on: 01403 215398
- For more information about voting and the arrangements for this referendum, please call 01403 215581 or email: elections@horsham.gov.uk