

**Kingston**

**NEIGHBOURHOOD DEVELOPMENT PLAN**

**REFERENDUM**

**INFORMATION FOR VOTERS**



## **About this booklet**

On 28 January 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 Arun District Council to use the neighbourhood plan for Kingston 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 Arun District Council will use the Neighbourhood Development Plan to help it decide planning applications in Kingston.

The Neighbourhood Development Plan once adopted will then become part of the Development Plan. In the Arun District Council Local Planning Authority area the development plan currently consists of the adopted Arun District Local Plan, 2003 saved policies edition; the adopted West Sussex Minerals Local Plan, July 2003 (saved policies edition); and the West Sussex Waste Local Plan Revised Deposit Draft, July 2004 and any 'made' Neighbourhood Development Plans or Orders.

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)

In Kingston the boundary of the neighbourhood area was determined by Arun District Council and is identical to the parish area of Kingston.

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

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

## **Neighbourhood Planning in Kingston**

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



## 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 £2394.57. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 552.

## Specified documents

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

- Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF between the hours of 8.45am to 5.15pm Monday to Thursday; and 8.45am to 4.45pm on Friday.
- Bognor Regis Town Hall, Bognor Regis, West Sussex, PO21 1LD between the hours of 8.45am to 5.15pm Monday to Thursday; and 8.45am to 4.45pm on Friday.

The specified documents are the:

- Post examination Kingston Neighbourhood Development Plan
- Report of the independent examiner
- Summary of the representations submitted to the independent examiner
- Statement by the local planning authority that the draft plan meets the basic conditions (*Decision Statement*)
- Statement that sets out general information as to town and country planning including neighbourhood planning and the referendum (*Information for Voters*)

All the above documents can be viewed on Arun District Council's website at <http://www.arun.gov.uk/main.cfm?type=PUBLICATIONEXAMINE>

## **Can I vote?**

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

- you are registered to vote in local council elections; and
- you are 18 years of age or over on 28 January 2015

You have to be registered to vote by 12 January 2015 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01903 737616.

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 28 January 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
- In Kingston, the polling station is at:
  - East Preston Children and Family Centre, St Mary's Drive, East Preston, BN16 1JB
- You will receive a poll card confirming your polling station for this referendum
- If you do not receive your poll card, you can contact our Helpline on 01903 737616 or email us on [elections@arun.gov.uk](mailto:elections@arun.gov.uk) to find out where your polling station is
- 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 13 January 2015 at this address:  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF
- 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 28 January 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 28 January 2015 by contacting our Helpline on 01903 737616

**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 20 January 2015 at this address:  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF
- 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 01903 737616 or by emailing [elections@arun.gov.uk](mailto:elections@arun.gov.uk). You can also download forms from Arun District Council's website at:

<http://www.arun.gov.uk/main.cfm?type=VOTINGEXPLAINED>

**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 01903 737616

If you are not registered to vote, you will need to complete a voter registration form and send it to the Electoral Registration Officer to arrive by 12 January 2015 at this address:

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

Registration forms are available from our Helpline on 01903 737616 or by emailing [elections@arun.gov.uk](mailto:elections@arun.gov.uk). You can also download a form from Arun District Council's website at: <http://www.arun.gov.uk/main.cfm?type=VOTINGEXPLAINED>

### **How to find out more:**

- Further general information on neighbourhood planning is available at: <http://www.arun.gov.uk/main.cfm?type=NEIGHBOURHOODPLANS>
- You can find specific documents on the Kingston Neighbourhood Development Plan at: <http://www.arun.gov.uk/main.cfm?type=PUBLICATIONEXAMINE>
- For queries about planning issues and neighbourhood planning in general, please contact Arun's Planning Policy Team on: please contact the Neighbourhood Plan Officer on: Tel: 01903 737697
- For more information about voting and the arrangements for this referendum, please contact our Helpline on 01903 737616 or email: [elections@arun.gov.uk](mailto:elections@arun.gov.uk)