

LIMPSFIELD NEIGHBOURHOOD DEVELOPMENT PLAN REFERENDUM

INFORMATION FOR VOTERS

About this booklet

On Thursday 2 May 2019, there will be a referendum on a neighbourhood 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. The question which will be asked in the Referendum is:

“Do you want Tandridge District Council to use the neighbourhood plan for Limpsfield 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, the Neighbourhood Development Plan will become part of the District's statutory development plan. Tandridge District Council will then use the Neighbourhood Plan to help it decide planning applications in Limpsfield Parish.

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

What is Neighbourhood Planning?

The Localism Act and subsequent Neighbourhood Planning Regulations allow communities to guide and shape development in their locality by undertaking neighbourhood planning. The most common neighbourhood planning tool is the Neighbourhood Development Plan, usually known as a Neighbourhood Plan.

A Neighbourhood Plan contains specific policies relating to land use and development within a particular area, usually a parish, which has been designated as a neighbourhood area. Limpsfield Parish has been designated as a neighbourhood area. This area is shown in Appendix 1.

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 Limpsfield, the boundary of the neighbourhood area was determined by Tandridge District Council and is identical to the parish area of Limpsfield.

Who can prepare a Neighbourhood Plan?

Neighbourhood Plans are prepared by Town or Parish Councils, or neighbourhood forums as the relevant “qualifying body”. In this case, the Limpsfield Neighbourhood Plan was prepared by Limpsfield 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 Tandridge District, the local planning authority is Tandridge District Council.

Neighbourhood Planning in Limpsfield

The Referendum area is identified in Appendix 1 as the parish area of Limpsfield and is identical to the area which has been designated as the Limpsfield Neighbourhood 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 £2,528.97. The number of persons entitled to vote in the Referendum, by reference to which the limit has been calculated, is 2,830.

Specified documents

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

- Tandridge District Council, Council Offices, 8 Station Road East, Oxted, RH8 0BT between the hours of 8.30am to 5.00pm Monday to Thursday; and 8.30am to 4.30pm on Friday.

The specified documents are the:

- Referendum Version of the Limpsfield Neighbourhood 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 Tandridge District Council's website at: www.tandridge.gov.uk/limpsfieldnp.

Can I vote?

You can vote in the referendum if you live in the parish of Limpsfield and:

- You are registered to vote in local council elections; and
- You are aged 18 years of age or over on 2 May 2019

You have to be registered to vote by Thursday 12 April 2019 to vote in the referendum. You can check if you are registered to vote by calling 01883 722000.

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

Ways of voting

There are three ways of voting:

In person on 2 May 2019:

- At your local polling station. It is easy and a member of staff will always help you if you are not sure what to do
- In Limpsfield, the polling station is:
 - St. Peters Hall, High Street, Limpsfield, RH8 0DG
- You will receive a poll card confirming your polling station for this referendum
- If you do not receive your poll card, you can e-mail us on customerservices@tandridge.gov.uk or contact our Helpline on 01883 722000 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 5pm on 15 April 2019 at this address:

Tandridge District Council
Council Offices
8 Station Road East
Oxted
RH8 0BT

- 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 2 May 2019.
- 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 Thursday 2 May 2019 by contacting our helpline on 01883 722000.

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 Wednesday 24 April at this address:

Tandridge District Council
Council Offices
8 Station Road East
Oxted
RH8 0BT

- 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 by e-mailing customerservices@tandridge.gov.uk or by calling our helpline on 01883 722000. You can also download forms from Tandridge District Council's website at: www.tandridge.gov.uk/Your-council/Voting-and-elections/Register-to-vote

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 01883 722000

If you are not registered to vote, you will need to complete an application to be received by the Electoral Registration Officer by Thursday 12 April 2019 at this address:

Tandridge District Council
Council Offices
8 Station Road East
Oxted
RH8 0BT

Applications can be made online at www.gov.uk/register-to-vote. Registration forms are available by e-mailing customerservices@tandridge.gov.uk or by calling our helpline on 01883 722000. For more information on registering to vote, please see our website at www.tandridge.gov.uk/elections.

How to find out more:

- Further general information on neighbourhood planning is available at: www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Parish-Council-neighbourhood-plans
- You can find specific documents on the Limpsfield Neighbourhood Development plan at: <http://www.tandridge.gov.uk/limpsfieldnp>

- for queries about planning issues and neighbourhood planning in general, please contact Tandridge District Council's Strategy team on: 01883 722000
- for more information about voting and the arrangements for this referendum, please e-mail customerservices@tandridge.gov.uk or call our helpline on 01883 722000.

If you would like this information in another format or language please contact:

Tandridge District Council
Council Offices
8 Station Road East
Oxted
RH8 0BT

Telephone: **01883 722000**

Email: customerservices@tandridge.gov.uk

www.tandridge.gov.uk

Appendices

Appendix 1.

