

Copthorne Neighbourhood Plan

Information for Voters for Referendum on 16th September 2021

About this booklet

On 16th September 2021, there will be a Referendum on a neighbourhood development plan for the ward of Copthorne and Worth. 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 Mid Sussex District Council to use the neighbourhood plan for Copthorne 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.

Should more than half of those voting at the Referendum vote in favour of the neighbourhood plan, then Mid Sussex District Council will ensure the neighbourhood plan is 'made' at the earliest opportunity and use it to determine planning applications.

The Neighbourhood Plan once made (adopted) will then become part of the Local Development Plan.

In the Mid Sussex District Council Local Planning Authority area, the development plan currently consists of the:

Mid Sussex District Plan 2018

<https://www.midsussex.gov.uk/planning-building/mid-sussex-district-plan/>

Saved Policies of the Mid Sussex Local Plan 2004

<https://www.midsussex.gov.uk/planning-building/local-plan-2004/>

Small Scale Housing Allocations Document 2008

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/>

Mid Sussex District Council is also preparing a Site Allocations Development Plan Document (DPD). <https://www.midsussex.gov.uk/planning-building/development-plan-documents/#topic-site-allocations-document>

This identifies sufficient housing sites to provide a five year housing land supply to 2031 and to make sure that enough land is allocated to meet identified employment needs. The Regulation 18 – Issues and Options Consultation on this took place in the Autumn 2019 and

the Regulation 19 – Pre-submission consultation in Summer 2020. It is currently subject to Examination. This document has been gathering more weight in the planning process as it progressed through the various stages but will not become part of the Development Plan until it is formally adopted. This is expected to take place in Winter 2021.

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 express 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)

For Copthorne, the boundary of the neighbourhood area was formally determined by Mid Sussex District Council and is identical to the ward boundary of Copthorne and Worth.

<https://www.midsussex.gov.uk/planning-building/neighbourhood-plans/>

Who can prepare a Neighbourhood Plan?

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In this case, the Copthorne Neighbourhood Plan has been prepared by Worth 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 Mid Sussex area, the local planning authority is Mid Sussex District Council.

Neighbourhood Planning in Copthorne and its surrounding area

The Referendum area is identified as the ward of Copthorne and Worth and is identical to the area which has been designated as the Copthorne Neighbourhood Plan Area – A map of the designated area can be found at:

<https://www.midsussex.gov.uk/planning-building/neighbourhood-plans/>

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 £2,598. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 3,993.

Specified Documents

The Specified Documents are:

- The Copthorne Neighbourhood Plan – Referendum Version (June 2021) *incorporating Examiner’s modifications*
- The Examiner’s Report
- A Summary of Representations submitted to the Examiner
- A Decision Statement from Mid Sussex District Council as the Local Planning Authority stating that the Plan meets the Basic Conditions
- General Information on Neighbourhood Planning and the Referendum (Information for Voters)

Copies of the Copthorne Neighbourhood Plan and specified documents are available to view on our website at: www.midsussex.gov.uk/neighbourhoodplans

Hard copies of the plan are available for inspection at:

- Mid Sussex District Council offices, Oaklands Road, Haywards Heath, West Sussex RH16 1SS (normal office hours apply); and
- Worth Parish Council Offices, 1st Floor, The Parish Hub, Borers Arms Road, Copthorne, RH10 3ZQ

Can I vote?

You can vote in the Referendum if you live in the Copthorne and Worth ward and:

- You are registered to vote in local council elections;
- And you are 18 years of age or over on 16th September 2021

You have to be registered to vote by Tuesday 31st August 2021 in order to vote in the Referendum. You can check if you are registered to vote by calling our Helpline on 01444 477003.

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 16th September 2021 at your local polling station.

- It is easy and a member of staff will always help if you are not sure what to do.
- The deadline for new applications to register to vote is Tuesday 31st August 2021.

If you are issued a white poll card you may only vote in person at the polling station, unless you apply for and are accepted for postal voting by 5pm on Wednesday 1st September 2021.

In Copthorne and Worth ward the polling stations are all situated at:

- Copthorne Village Hall, Copthorne Bank, Copthorne, RH10 3RE

If you do not receive your poll card, you can contact our Helpline on 01444 477003. Polling stations are open from 7am to 10pm.

Postal Voting

- If you are issued a buff yellow coloured poll card you are currently a postal voter and may only vote by postal vote unless you cancel it by sending an email to: elections@midsussex.gov.uk by 5pm on Wednesday 1st September 2021. Postal votes will be delivered by Royal Mail from Wednesday 25th August 2021. You would only receive a buff yellow coloured poll card if you are registered to vote by post. If you do not receive your poll card, you can contact our Helpline on 01444 477003

Proxy Voting

- 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. New applications to vote by proxy need to be made by 5pm on Wednesday 8th September 2021. The deadline for applications for an emergency proxy vote needs to be made by 5pm on Thursday 16th September 2021.
- 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.

Am I registered to vote?

If you are not registered, you will not be able to vote. You can check if you are registered by calling our Helpline on 01444 477003. Postal and proxy vote application forms are available from our Helpline on 01444 477003 04 or by email elections@midsussex.gov.uk

Applications to register to vote or to vote by post or proxy should be made to the Electoral Registration Officer at Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS by the dates shown below:

Application	Deadline for receipt
New applications to register to vote	Tuesday 31 st August 2021
New applications to vote by post or to cancel or amend an existing postal vote or proxy appointment	5pm on Wednesday 1 st September 2021
New applications to vote by proxy	5pm on Wednesday 8 th September 2021
Applications for an emergency proxy vote	5pm on Thursday 16 th September 2021

How to Find out More:

- Further general information on neighbourhood planning is available at: <https://www.midsussex.gov.uk/planning-building/neighbourhood-plans>
- You can find specific documents on the Copthorne Neighbourhood Plan at: <https://www.midsussex.gov.uk/planning-building/neighbourhood-plans/>
- For queries about neighbourhood planning please email neighbourhoodplans@midsussex.gov.uk or call 01444 477068
- For more information about voting and the arrangements for this referendum please call our Helpline on 01444 477003