



STAPENHILL NEIGHBOURHOOD DEVELOPMENT PLAN

REFERENDUM

INFORMATION FOR VOTERS AND GENERAL INFORMATION ON NEIGHBOURHOOD DEVELOPMENT PLANS

About this booklet

On 15th September 2016, there will be a referendum on a Neighbourhood Development Plan (usually known as the Neighbourhood Plan) for your area. The Neighbourhood Plan has been produced by Stapenhill Parish Council. In this booklet you can find out about:

- The referendum and how you can take part;
- Where to find help in making your decision; and
- General information on neighbourhood plans and how they fit in to the 'development plan' for the whole of East Staffordshire Borough.

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 East Staffordshire Borough Council to use the neighbourhood plan for Stapenhill 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 East Staffordshire Borough Council will use the Neighbourhood Plan to help it decide planning applications in Stapenhill. It will become part of the Development Plan for the Borough (see below).

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

Can I vote?

You can vote in the referendum if:

- You are registered to vote in local council elections;
- The address at which you are registered to vote in a local council election, as shown in the register of electors, is in the Referendum Area (see map below), (assuming that you are entitled to be registered at this address); and
- You are 18 years of age or over on 15th September 2016

You have to be registered to vote by Tuesday 30th August 2016 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01283 508376.

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:

1) In person on 15th September 2016:

- 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 Stapenhill parish the polling stations are: Immanuel Church Hall & Waterside Community Centre
- 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 01283 508376 or e mail us on elections@eaststaffsbc.gov.uk to find out if you are included on the register and to find out where your polling station is
- Polling stations are open from 7am to 10pm

2) 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 on Wednesday 31st August 2016 at this address:

East Staffordshire Borough Council
PO Box 8045
Burton upon Trent
DE14 9JG

- 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 15 September 2016.
- 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 15th September 2016 by contacting our Helpline on 01283 508376.

3) 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 Wednesday 7th September 2016 at this address:

East Staffordshire Borough Council
PO Box 8045
Burton upon Trent
DE14 9JG

- 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 01283 508376 or emailing elections@eaststaffsbc.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 01283 508376 or emailing elections@eaststaffsbc.gov.uk

If you are not registered to vote, you can do this by going on line at: www.gov.uk/registertovote. The last date you can register for this election is: Tuesday 30th August 2016. If you are unable to register yourself on line, call the elections helpline: 01283 508376 and the staff can do this for you. You will need to provide your date of birth and national insurance number when you register.

Referendum expenses

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

The Referendum expenses limit that will apply in relation to this Referendum is £2715.29 the number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 5988.

Helping You Make a Decision on How You Vote

You are reading one of a number of documents (the Regulations call them 'specified documents') that will help you to make a decision on how to vote. A copy of all these 'specified documents' may be inspected at:

- The Customer Service Centre, Market Place, Burton upon Trent DE14 1HA; (Monday to Saturday between 8.30am and 6pm – 8pm on Thursdays, 4.30pm on Saturdays) and
- Burton Library, Riverside, Burton upon Trent, DE14 1AH (Monday to Saturday, opening times vary, please telephone 01283 239556).
- Immanuel Church Hall, Hawthorn Crescent, Burton upon Trent, DE15 9QW
- Waterside Road Community Centre, Burton upon Trent DE15 9LF

The 'specified documents' are:

- Draft Neighbourhood Plan itself;
- Report of the Independent Examiner;
- Summary of the representations submitted to the independent examiner;
- Decision Statement by East Staffordshire Borough Council that the Draft Plan meets the 'Basic Conditions' (see below). This also lists all the Examiner's modifications to the Plan, whether or not the Council agrees with them, and why they need to be made; and

- This *Information for Voters and General Information on Neighbourhood Plans* document

All the above documents can be viewed on East Staffordshire Borough Council's website:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/neighbourhood-plans/Stapenhill>

The 'Basic Conditions'

The Neighbourhood Plan must meet all the following conditions if it is to be considered for Referendum:

1. Has regard to national policy and guidance from Secretary of State;
2. Contributes to sustainable development;
3. Is in general conformity with the strategic policy of the development plan for the area or any part of that area;
4. Does not breach, or is otherwise compatible with, EU obligations – this includes the Strategic Environmental Assessment Directive of 2001/42/EC and compatibility with Convention rights, within the meaning of the Human Rights Act 1998; and
5. The making of the Neighbourhood Plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2010(d)(either alone or in combination with other plans or projects).

How to find out more:

- You can find specific documents on the Stapenhill Neighbourhood Plan at:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/neighbourhood-plans/Stapenhill>

- For more information about voting and the arrangements for this referendum please contact our Helpline on 01283 508376 or email elections@eaststaffsbc.gov.uk

GENERAL INFORMATION ON NEIGHBOURHOOD PLANS

What is the Development Plan?

In East Staffordshire, the Development Plan currently consists of the Local Plan 2012-2031 and the Minerals and Waste Local Plans produced by Staffordshire County Council.

All Neighbourhood Plans that pass the Referendum are then “made” (adopted) by the Borough Council and they then become part of the Borough’s Development Plan.

What is Neighbourhood Planning?

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

A Parish Council is responsible for preparing a Neighbourhood Plan in East Staffordshire. This Plan can show how the community wants land to be used and developed in its area. In this case, the Stapenhill Neighbourhood Development Plan was prepared by Stapenhill Parish Council and steering group.

Neighbourhood Planning in Stapenhill

The Referendum area is identified on the map below as the parish area of Stapenhill Parish Council and is identical to the area which has been designated as the Stapenhill Neighbourhood Area.

Further general information on neighbourhood planning is available at:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/neighbourhood-plans/about-neighbourhood-planning>

For queries about planning issues and Neighbourhood Planning in general please contact the Neighbourhood Planning Policy Officer, Corinne O’Hare:

neighbourhoodplanning@eaststaffsbc.gov.uk or telephone 01283 508645

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