

Willoughby Neighbourhood Planning Referendum

Information Statement for Voters

On 2 December 2019, there will be a referendum on a neighbourhood plan in Willoughby. This statement explains more about the referendum and how you can take part in it.

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 Rugby Borough Council to use the Neighbourhood Plan for Willoughby 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 Rugby Borough Council will use the Neighbourhood Development Plan to help it decide planning applications in this local area.

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

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 Rugby Borough, the local planning authority is Rugby Borough Council.

Neighbourhood Planning in Willoughby

The Referendum area is identified on the map (appendix 1).

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 £2381.88. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 337.

Specified documents

A copy of the Willoughby Neighbourhood Development Plan and Examiner's Report may be inspected at:

- Rugby Borough Council, Town Hall, Evreux Way, Rugby, Warwickshire CV21 2RR (Monday to Friday - 9am to 5pm)

The consultation documents can be viewed on Rugby Borough Council's website:

www.rugby.gov.uk/willoughbynpl

Can I vote?

You can vote in the referendum if you live in the Willoughby area as identified in the map and:

- you are registered to vote in local council elections, and
- you are 18 years of age or over on 2 December 2019

You have to be registered to vote by **14 November 2019** to vote in the referendum. You can check if you are registered to vote by calling our helpline on (01788) 533595.

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:

In person at the polling station on Monday 2 December 2019, it is easy and a member of staff will always help if you are not sure what to do.

Willoughby Village Hall, Willoughby CV23 8BH

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 (01788) 533595 or email us on elections@rugby.gov.uk however you do not need it to vote.

The polling station will be open from 7am to 10pm.

By post:

- If you have a postal vote already, you will receive a poll card confirming this
- To apply for a postal vote, you will need to complete an application form and send it to the Electoral Registration Officer to arrive no later than **5pm on 15 November 2019** at this address:

Rugby Borough Council
Town Hall, Evreux Way
Rugby
Warwickshire CV21 2RR

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 close of poll on 2 December 2019.

You should receive your postal vote around 15 November 2019. If it does not arrive, you can ask for a replacement from Tuesday 26 November up to 5pm on 2 December 2019 by contacting our helpline on (01788) 533595.

By proxy:

- If you have a proxy vote already, your proxy will receive a poll card confirming this
- If you cannot get to the polling station and do not wish to vote by post, you may be able to vote by proxy. This means appointing someone to vote on your behalf.
- To apply for a proxy vote, you will need to complete an application form and send it to the Electoral Registration Officer to arrive no later than **5pm on 22 November 2019** at this address:

Rugby Borough Council
Town Hall, Evreux Way
Rugby

Warwickshire CV21 2RR

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 (01788) 533595 or by emailing: elections@rugby.gov.uk or visit: www.yourvotematters.co.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 (01788) 533595

If you are not registered to vote, you can register on line at www.gov.uk/register-to-vote or you will need to complete a voter registration form and send it to the Electoral Registration Officer to arrive **by midnight on Thursday 14 November 2019** at this address:

Rugby Borough Council
Town Hall, Evreux Way
Rugby
Warwickshire CV21 2RR

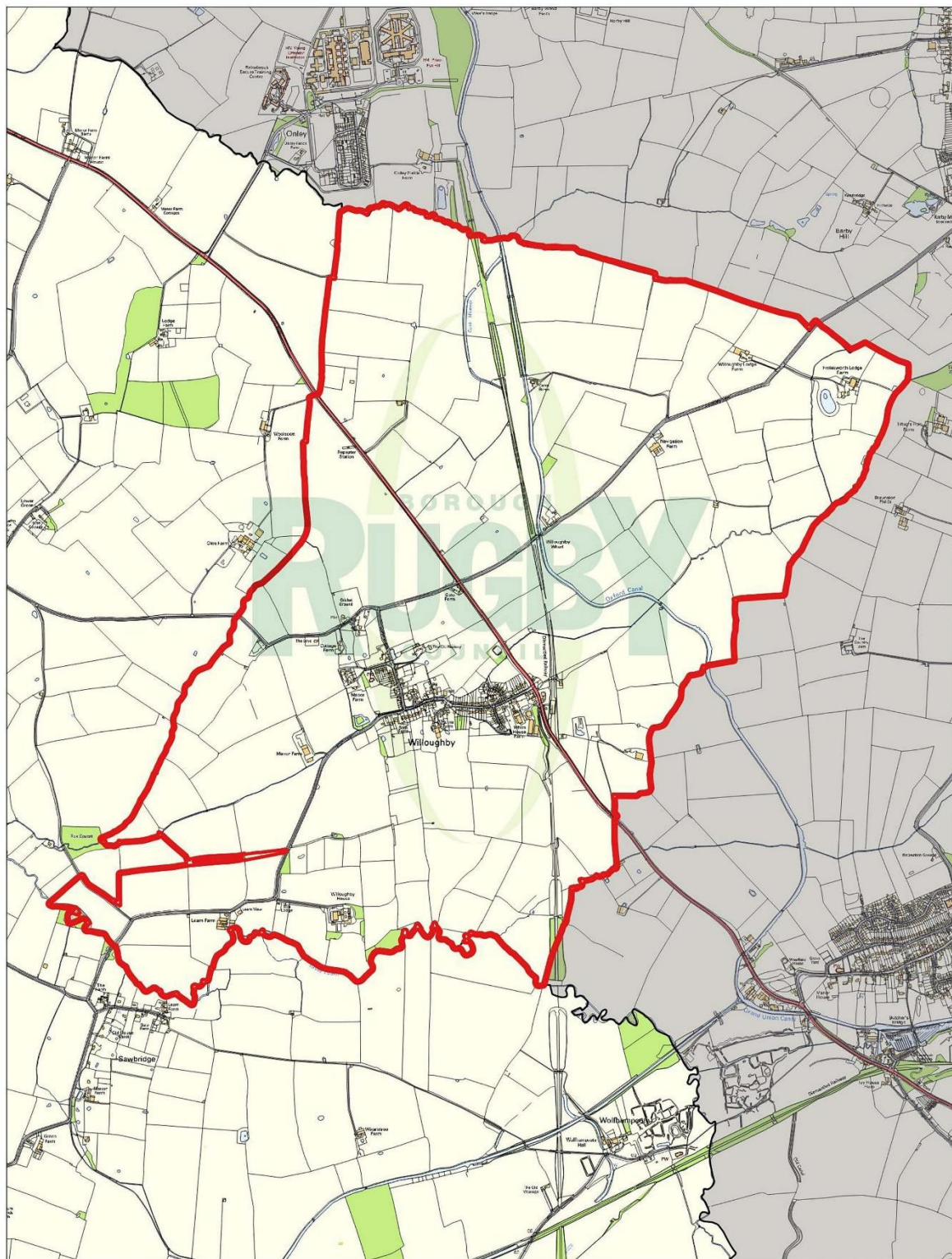
Registration forms are available from our helpline on (01788) 533595 or by emailing elections@rugby.gov.uk or register on line at www.gov.uk/register-to-vote.

How to find out more:

- Further general information on neighbourhood planning is available at https://www.rugby.gov.uk/homepage/49/neighbourhood_planning
- For queries relating to Willoughby neighbourhood plan and neighbourhood planning in general, please contact the council's development team on (01788) 533735
- For more information about voting and the arrangements for this referendum, please contact our helpline on (01788) 533595 or email: elections@rugby.gov.uk

Dated October 2019

Appendix A - Map of Willoughby Neighbourhood Area



Willoughby Parish Boundary - Proposed Neighbourhood Plan Area

Scale
1:15,000
(where noted @A3)



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