



**WEST WITTERING PARISH  
NEIGHBOURHOOD PLANNING  
REFERENDUM**

**INFORMATION FOR VOTERS**

## **About this booklet**

On 22 November 2023, 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 Chichester District Council to use the neighbourhood development plan for West Wittering Parish 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 Chichester District Council will use the Neighbourhood Development Plan to help it decide planning applications in West Wittering.

The Neighbourhood Development Plan once adopted will then become part of the Development Plan. In the Chichester District Council Local Planning Authority area the development plan currently consists of the adopted Chichester Local Plan: Key Principles 2014-2029 adopted July 2015, the adopted Site Allocation Development Plan Document 2014-2029, the Joint West Sussex Minerals Local Plan adopted July 2018 and following a Soft Sand Review of the plan, formal revisions adopted in March 2021; and the West Sussex Waste Local Plan (April 2014).

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:

- Parish councils
- A neighbourhood forum (a group of at least 21 people in areas without parish councils)

In West Wittering, the boundary of the neighbourhood area was determined by Chichester District Council and is identical to the parish area of West Wittering.

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

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In this case, the West Wittering Neighbourhood Development Plan was prepared by West Wittering 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 area of Chichester District outside the South Downs National Park, the local planning authority is Chichester District Council.

### **Neighbourhood Planning in West Wittering**

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

### **Who is the Planning Authority?**

The planning authority for West Wittering Parish is Chichester District Council. Chichester District Council is the lead authority for Neighbourhood Planning matters in the parish, including Neighbourhood Planning Referendums.

# MAP OF WEST WITTERING PARISH



### **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 £2491.80. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 2000.

### **Specified documents**

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

**Chichester District Council Offices**, East Pallant House, 1 East Pallant,  
Chichester, West Sussex PO19 1TY Tel No 01243 785166  
Opening Hours: Monday – Friday: 09:00 - 16:00

### **In West Wittering and East Wittering:**

West Wittering Parish Council Office  
The Pavilion, Rookwood Road, West Wittering PO20 8LT  
Hours open for the consultation - Mondays, Wednesdays and Fridays 10am - 3pm.  
Telephone number 07493312378

Witterings Library, 38 Oakfield Avenue, East Wittering PO20 8BT  
Opening hours  
Monday - Wednesday 1pm-5pm; Thursday - Saturday 9am-1pm.  
Library phone number 01243 673484

The specified documents are the:

- Post Examination version of West Wittering 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 and the requirements of sections 38A & B of the Planning and Compulsory Purchase Act 2004 (*Decision Statement 5 September 2023*)
- Habitats Regulations Assessment (HRA) Screening Matrix and Appropriate Assessment Statement for West Wittering Neighbourhood Plan
- Strategic Environmental Assessment (SEA) Opinion Screening Determination
- Strategic Environmental Assessment for the West Wittering Neighbourhood Plan (AECOM) (February 2020)
- Strategic Environmental Assessment for the West Wittering Neighbourhood Plan – Environmental Report Addendum (AECOM) (June 2021)

All the above documents can be viewed on Chichester District Council's website at [Neighbourhood Planning - Chichester District Council](#) under the entry for West Wittering.

- Statement that sets out general information as to town and country planning including neighbourhood planning and the referendum (*this is included in this Information Statement*)

### **Can I vote?**

You can vote in the referendum if you live in the West Wittering Parish area and:

- you are registered to vote in local council elections; and
- you are 18 years of age or over on 22 November 2023.

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 22 November 2023:**

- At your local polling station. It is easy and a member of staff will always help if you are not sure what to do
- You will receive a poll card confirming your polling station for this referendum
- Polling stations are open from 7am to 10pm

**You will be required to show photographic ID at the polling station.** A full list of what ID will be accepted can be found at <https://www.gov.uk/how-to-vote/photo-id-youll-need>

If you do not have a form of acceptable photographic ID you can apply for a Voter Authority Certificate (VAC) by visiting <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>. The last date for you to apply for a VAC to vote in person at this election is 14 November 2023.

#### **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, please contact the Electoral Registration Officer for further information. Applications to vote by post must be made no later than 5pm 7 November 2023:

- 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 22 November 2023.

- 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 22 November 2023 by contacting our Helpline on 01243 521010.

#### **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 14 November 2023 at this address:

Chichester District Council  
East Pallant House  
Chichester  
PO19 1TY

- 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 01243 521010 or by emailing [elections@chichester.gov.uk](mailto:elections@chichester.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 01243 521010.

If you are not registered to vote, you can go online to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) with your national insurance number by Midnight on 6 November 2023. If you do not have access to the internet please call our helpline on 01243 521010.

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

- Further general information on neighbourhood planning is available at: [Neighbourhood Planning - Chichester District Council](#)
- For queries about planning issues and neighbourhood planning in general, please contact the Chichester Planning Policy Team on 01243 534594
- For more information about voting and the arrangements for this referendum, please contact our Helpline on 01243 521010 or email: [elections@chichester.gov.uk](mailto:elections@chichester.gov.uk)