



## Otterton Neighbourhood Development Plan

### INFORMATION FOR VOTERS

Referendum: 6 May 2021

#### About this Information Booklet

On 6 May 2021, there will be a referendum on a 'Neighbourhood Development Plan' (Neighbourhood Plan) for your area. This booklet explains more about the referendum that is going to take place and how you can be involved 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 East Devon District Council to use the Neighbourhood Plan for Otterton to help decide on 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 Devon District Council will use the Neighbourhood Development Plan to help it decide planning applications in Otterton. The Neighbourhood Development Plan, once formally adopted (or 'made'), will then become part of the statutory Development Plan for the 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 a Development Plan?**

In England, planning applications are determined by local planning authorities, in accordance with the Development Plan for their area. 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 East Devon, the local planning authority is East Devon District Council. The development plan for the district of East Devon currently consists of the adopted East Devon Local Plan (2013- 2031); Devon Waste Plan (2011-2031); Devon Minerals Plan (2011-2031); the East Devon Villages Plan (2018), and; any 'made' neighbourhood plans.

## **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 choose to 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 either:

- Town or Parish Councils, or;
- A neighbourhood forum (a group of at least 21 people in areas without town or parish councils)

In Otterton, the boundary of the neighbourhood area was put forward by Otterton Parish Council and determined by East Devon District Council. It is identical to the parish area of Otterton.

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

Neighbourhood plans are prepared by town or parish councils, or neighbourhood forums. In this case, the Otterton Neighbourhood Development Plan was prepared by Otterton Parish Council in consultation with the local community.

## Neighbourhood Planning in Otterton

The neighbourhood plan and referendum area for Otterton is the parish area of Otterton, as shown in the map below.



## 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 £2395.87. The number of persons entitled to vote in the referendum by reference to which the limit has been calculated is 574.

## Specified documents

A copy of the Information Statement and the 'specified documents' (that is the documents listed below), can be inspected at:

1. <https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/Otterton/>
2. East Devon District Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ **BY APPOINTMENT ONLY** between the hours of 8.30am to 5.00pm Monday to Friday.

**Due to the on-going restrictions related to the Covid-19 pandemic, appointments to view the documents at our Council Offices need to be made in advance by calling 01404 515616.**

Paper copies can also be provided by post if necessary. To request a hard copy please contact Angela King, Neighbourhood Planning Officer by calling 01395 571740 or emailing: [AKing@eastdevon.gov.uk](mailto:AKing@eastdevon.gov.uk).

The specified documents are the:

- Referendum Version of the Otterton Neighbourhood Development 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) (this document)

### **Can I vote?**

You can vote in the referendum if you live in the parish of Otterton, are registered to vote in local council elections; and you are 18 years of age or over on Thursday 6 May 2021. You have to be registered to vote by Monday 19 April 2021 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01395 517402.

The referendum will be conducted based on procedures that are similar to those used at local government elections.

### **Ways of voting?**

There are three ways of voting:

1. In person on **6<sup>th</sup> May 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.
  - In Otterton, the polling stations are:
    - Otterton Village Hall

- 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 01395 517402 or email us on [electoralservices@eastdevon.gov.uk](mailto:electoralservices@eastdevon.gov.uk)
- Polling stations are open from 7am to 10pm

## 2. By post:

- If you have a postal vote already, you will receive a poll card with confirmation of 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 Tuesday 20 April 2021 at this address:

East Devon District Council, Blackdown House, Border Road,  
Heathpark Industrial Estate, Honiton, EX14 1EJ

- 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 10pm on Thursday 6 May 2021.
- You should receive your postal vote about a week before polling day. If it does not arrive in time, you can ask for a replacement up to 5pm on Thursday 6 May 2021 by contacting our Helpline on 01395 517402.

## 3. By proxy:

- 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 allowing somebody that you trust to vote on your behalf.
- If you have a proxy vote already, you will receive a poll card with confirmation of this.

- If you do not already have a proxy vote, you will need to complete an application form and send it to the Electoral Registration Officer to arrive by 5pm on Tuesday 27 April 2021 at this address:

East Devon District Council, Blackdown House, Border Road,  
Heathpark Industrial Estate, Honiton, EX14 1EJ

- 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.

Registration forms and postal and proxy vote application forms are available from our Helpline on 01395 517402 or by emailing [electoralservices@eastdevon.gov.uk](mailto:electoralservices@eastdevon.gov.uk). You can register at [www.gov.uk/registertovote](http://www.gov.uk/registertovote)

You can also download forms via East Devon District Council's website at:

<https://eastdevon.gov.uk/elections-and-registering-to-vote/>

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

- Further general information on neighbourhood planning is available on the Government's website at:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

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

<https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/Otterton/>

- For queries about planning issues in general, please contact the East Devon District Council Planning Policy Team on 01404 515616 / [planningpolicy@eastdevon.gov.uk](mailto:planningpolicy@eastdevon.gov.uk). For advice about neighbourhood planning specifically, please contact our Neighbourhood Planning Officer, Angela King, direct on 01395 571740 / [aking@eastdevon.gov.uk](mailto:aking@eastdevon.gov.uk).