



## **Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Development Plan**

### **INFORMATION FOR VOTERS**

Referendum: Thursday 2 October 2025

#### **About this Document**

On Thursday 2 October 2025, there will be a referendum on the reviewed 'Neighbourhood Development Plan' (Neighbourhood Plan) for your area. This document explains more about the referendum that is going to take place and how you can be involved in it. In this document, you can find out about:

- The referendum and how you can take part
- The neighbourhood area
- The reviewed Neighbourhood Plan
- The local development plan (of which neighbourhood plans are part)
- Where to find further information

#### **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 Bishops Clyst to help it 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 (First Review) (*in place of the existing 'made' (adopted) neighbourhood plan*) to help it decide planning applications in the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Area.

The Neighbourhood Development Plan, once formally adopted (or 'made'), will then become part of the statutory Development Plan for the area, replacing the existing plan.

If more people vote 'no' than 'yes', then planning applications will continue to be decided using the Neighbourhood Development Plan which has been part of the Development Plan for the local area since March 2017.

### **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 management of 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. There is an existing neighbourhood plan for Bishops Clyst which was 'made' in 2017. This plan has now been reviewed and updated by Bishops Clyst Parish Council in the light of current circumstances and up to date evidence, and following public consultation and independent examination, is proposed to replace the existing plan.

A new East Devon Local Plan (to 2042) is currently being prepared with an expectation it will be adopted in 2027. This emerging plan will ultimately replace the current adopted Local Plan and ahead of this, it can be given some consideration, where policies are relevant to the assessment of planning proposals.

### **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?**

In East Devon, the boundaries of a neighbourhood area are put forward by town or parish councils. They typically cover a whole parish, but they can cover a smaller or larger area, as considered appropriate.

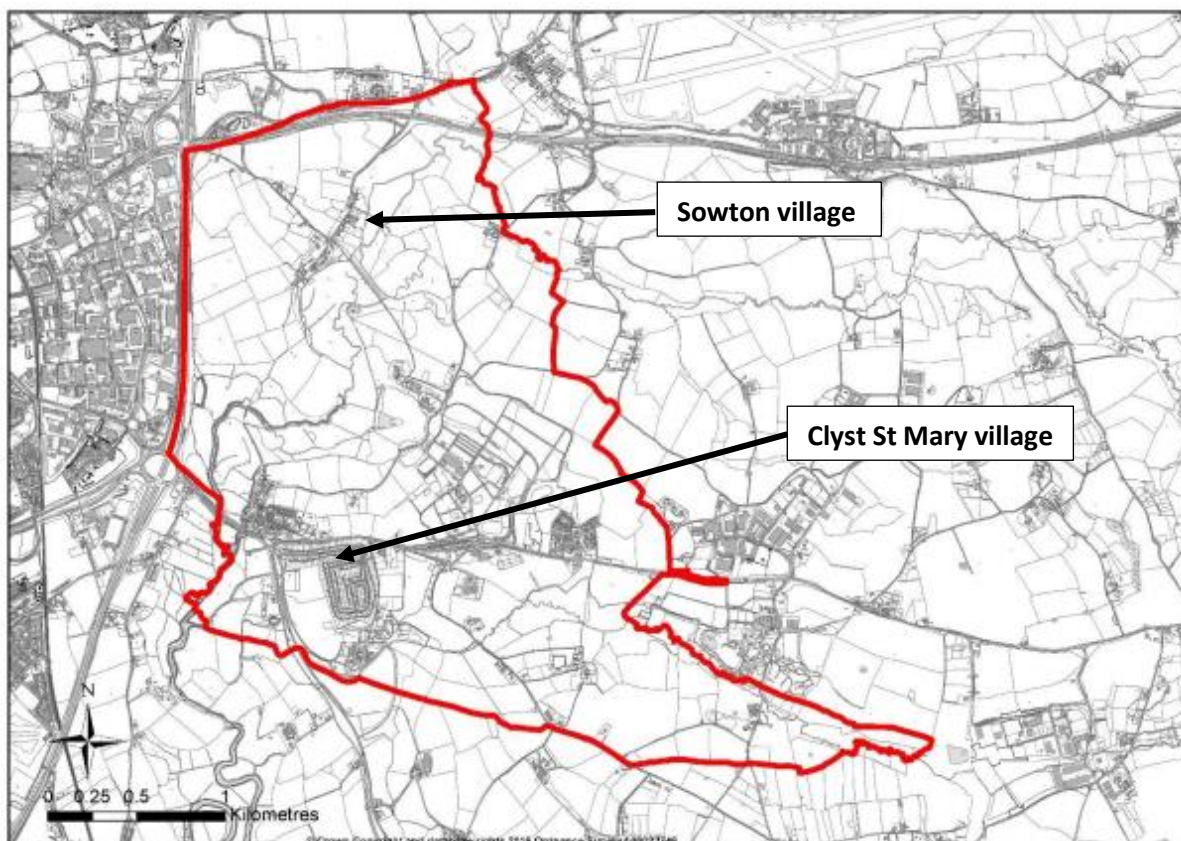
In Clyst St Mary and Sowton (Bishops Clyst), the whole of the administrative parish of Bishops Clyst was approved as a neighbourhood area in 2014 following application by the Parish Council (shown overleaf).

## Who can prepare a Neighbourhood Plan?

In parished areas like East Devon, Neighbourhood plans are prepared by town or parish councils. The Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Development Plan was prepared by Bishops Clyst Parish Council, via a Steering Group, and in consultation with the local community.

## Neighbourhood Planning in Clyst St Mary and Sowton (Bishops Clyst)

The Clyst St Mary and Sowton (Bishops Clyst) neighbourhood plan (and referendum) area is 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 £2434.51. The number of persons entitled to vote in the referendum by reference to which the limit has been calculated is 1229.

## Documents

A copy of the Information Statement and all legally required ('specified') documents are now available for voters' information, ahead of the referendum.

The specified documents are the:

- Referendum Version of the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan (Rirst Review)
- 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)

The documents can be inspected in these locations:

1. On the [election pages](http://eastdevon.gov.uk/elections-and-registering-to-vote/election-documents) of the East Devon District Council website (<http://eastdevon.gov.uk/elections-and-registering-to-vote/election-documents>)
2. East Devon District Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ **BY APPOINTMENT ONLY** between the hours of 9.00am to 5.00pm Monday to Friday. Please call 01404 515616 to arrange.
3. Exeter Library, Castle Street, Exeter, EX4 3PQ, Tel. 01392 407027 / email: [exeter.library@librariesunlimited.org.uk](mailto:exeter.library@librariesunlimited.org.uk).
4. Parish Council office at the Village Hall, Clyst St Mary, EX5 1AA (Mon to Weds 9am - 12.30pm). Enquiries relating to this should be directed to Bishops Clyst Parish Council Tel. 01392 874405 / [clerk@bishopsclyst.org.uk](mailto:clerk@bishopsclyst.org.uk)

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: [Angela.King@eastdevon.gov.uk](mailto:Angela.King@eastdevon.gov.uk).

## Can I vote?

You can vote in the referendum if you:

- a. live in the neighbourhood area of Clyst St Mary and Sowton (Bishops Clyst) (as show on the map in this document); and
- b. are registered to vote in local council elections; and
- c. are 18 years of age or over on Thursday 2 October 2025.

To vote in this referendum, you must be registered to vote by 16 September 2025. You can check if you are registered to vote by calling our Helpline on 01395 571529.

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 Thursday 2 October 2025 at your local polling station:

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**

You will not be able to vote unless you show photographic identification to the polling station staff.

A full list of accepted photographic identification is set out at the bottom of this document.

- It is easy and a member of staff will always help if you are not sure what to do.
- In Clyst St Mary and Sowton (Bishops Clyst), the polling station is Clyst St Mary Village Hall, EX5 1BG.
- 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 571529 or email us at [electoralservices@eastdevon.gov.uk](mailto:electoralservices@eastdevon.gov.uk)
- Polling stations are open from 7am to 10pm

### 2. By post:

- 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 17 September 2025** at this address:  
Electoral Services, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ or [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)
- If you have a postal vote already, you will receive a poll card with confirmation of this.
- 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 the day of the referendum (Thursday 2 October 2025).

- 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 the day of referendum, by contacting our Helpline on 01395 517402.

### 3. By proxy:

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**

You will not be able to vote unless you show photographic identification to the polling station staff.

**You will need to bring your own photographic identification, not that of the person you are proxy for.**

A full list of accepted photographic identification is set out at the bottom of this document.

- 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 Wednesday 24 September 2025 at this address:

Electoral Services, 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.

Voting 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 also go online:

- [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)
- [www.gov.uk/apply-proxy-vote](http://www.gov.uk/apply-proxy-vote)

### **Accepted forms of photographic identification for voting**

To vote in person at a polling station, you must present **one** of the following forms of photographic identification:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country (including an Irish Passport Card)
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- A Ministry of Defence Form 90 (Defence Identity Card)
- A Ministry of Defence Form 100 (HM Armed Force Veteran Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate.

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us by 5pm Wednesday 24 September 2025.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certification which is not valid for us on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the elector that you claim to be.

## More information:

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

[Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/neighbourhood-planning--2)

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

- For further information and documentation relating to the Clyst St Mary and Sowton (Bishops Clyst) Neighbourhood Plan, see the neighbourhood planning pages of the East Devon District Council website:

[Neighbourhood Plans being produced in East Devon - Clyst St Mary and Sowton \(Bishops Clyst\) - East Devon](https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/)

(<https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/>)

- For queries about planning issues in general, please contact the East Devon District Council Planning Policy Team on 01404 515616 or email [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 or email [Angela.King@eastdevon.gov.uk](mailto:Angela.King@eastdevon.gov.uk).