

**ITCHINGFIELD
NEIGHBOURHOOD PLAN**

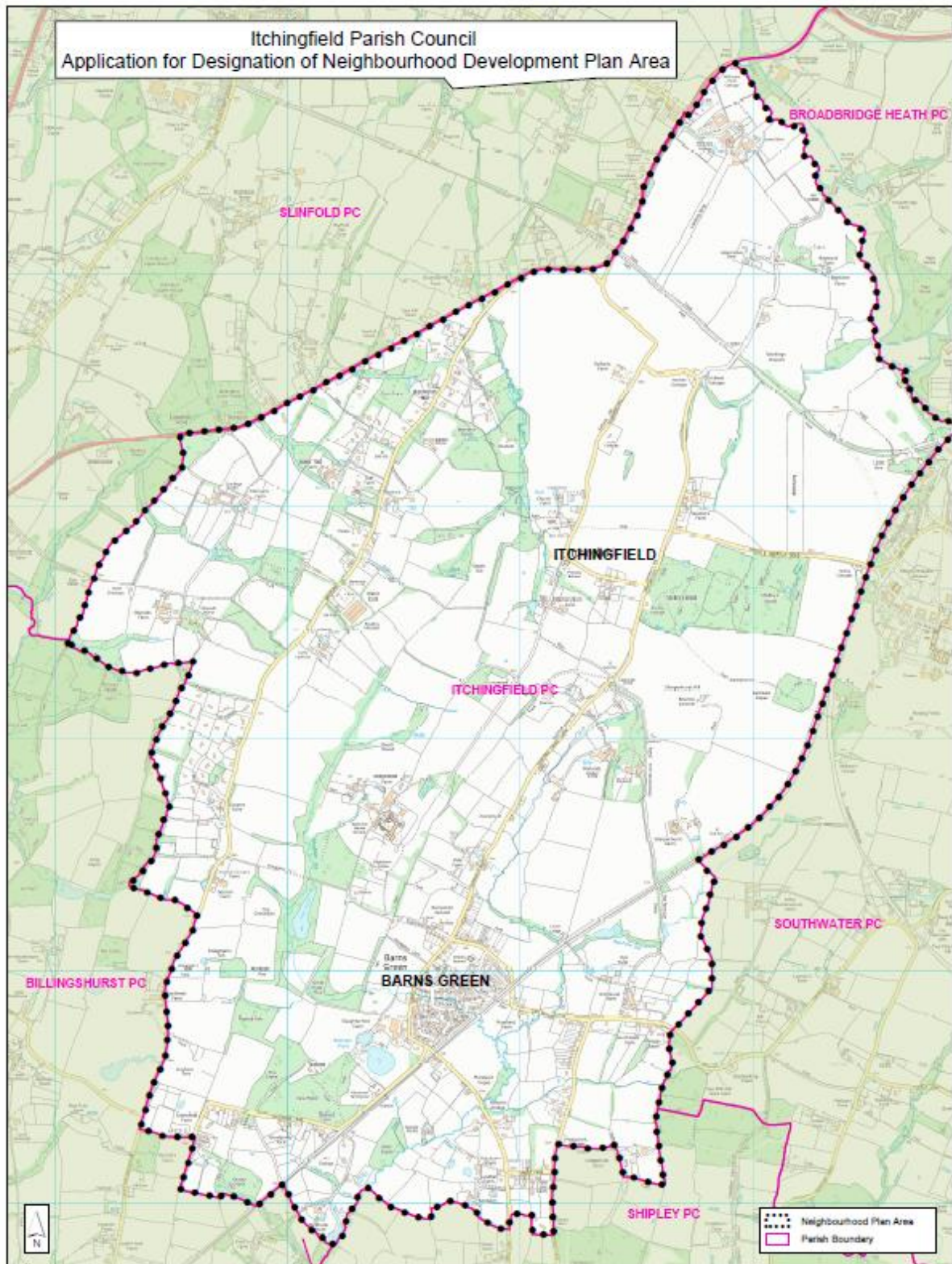
REFERENDUM

**INFORMATION STATEMENT
Referendum: 4 September 2025**

A neighbourhood planning referendum will be held for the '**Barns Green and Itchingfield Neighbourhood Plan**' on **4 September 2025**. The question to be put to voters is as follows:

'Do you want Horsham District Council to use the neighbourhood plan for Itchingfield Parish to help it decide planning applications in the neighbourhood area?'

The Referendum area is identified on Plan A, which is the same as the designated Neighbourhood Plan area.



Plan A: Itchingfield Neighbourhood Plan Area

An elector is entitled to vote in the referendum on the 4 September 2025 if the following is true:

- The elector is entitled to vote in a local government election in the referendum area; and
- The elector's qualifying address for the referendum is in the referendum area. A person's qualifying address is in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered.

The referendum expenses limit that will apply in relation to the referendum is £2437.04. The number of persons entitles to vote in the referendum by reference to which the limit has been calculated is 1272.

The referendum will be conducted in accordance with procedures which are similar to those used at local government elections.

Viewing the Documents

The specified documents are:

- Barns Green and Itchingfield Neighbourhood Development Plan.
- Report of the independent examiner.
- Summary of the representations
- Decision statement (A statement by the local planning authority that the Submission plan meets the basic conditions).
- Decision Notice (informing factual changes to the Neighbourhood Plan)
- Statement that sets out general information on Neighbourhood Planning and the Referendum (information statement)

Online copies of the Plan and associated documents can be found by clicking on the following link:

- <https://www.horsham.gov.uk/planning/neighbourhood-planning>
- <http://www.itchingfieldparishcouncil.gov.uk/>

If you have difficulties in viewing to the Plan and associated documentations online please in the first instance contact the relevant parish council office to arrange an appointment to view the documents. Alternatively, you can email the District Council via address below:

neighbourhood.planning@horsham.gov.uk

or call the following number **01403 215398** at the earliest possible opportunity so that we can take this into account. Each enquiry will be reviewed on a case by case basis.

Hard Copies of the documents can be viewed at the following locations by **appointment only** at the following locations:

- **Barns Green Village Store**
Chapel Road
Barns Green
West Sussex
RH13 0PS
Opening Times:
Monday to Friday 0700 - 1700
Saturday to Sunday 0800 - 1200
Telephone: 0345 7223344
- **Horsham District Council**, Albery House, Springfield Road, Horsham, RH12 2GB between 9.00am to 5.00pm
Monday to Friday (by prior appointment – please call 01403 215100 and ask to speak to the neighbourhood planning officer or email to arrange an appointment to view the documents by sending an email to:

neighbourhood.planning@horsham.gov.uk

Prepared by Horsham District Council
Published: 25 July 2025

Referendum Notes:

On 4 September 2025, there will be a referendum on a Neighbourhood Plan for Itchingfield Parish. The following note 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 Horsham District Council to use the neighbourhood plan for Itchingfield 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 Horsham District Council will use the Neighbourhood Plan to help it decide planning applications in Itchingfield Parish.

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.

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. In this case, the Itchingfield Neighbourhood Plan was prepared by Itchingfield 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 planning area. Within the Horsham District, the local planning authority is Horsham District Council. Within the Horsham District and inside the South Downs National Park, the local planning authority is the South Downs National Park Authority.

Can I vote?

An elector is entitled to vote in the referendum on the 4 September 2025 if the following is true:

- The elector is entitled to vote in a local government election in the referendum area; and
- The elector's qualifying address for the referendum is in the referendum area. A person's qualifying address is in relation to a person registered in the register of electors, the address in respect of which he or she is entitled to be registered.

You must be registered to vote by midnight on 18 August 2025 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01403 215126. 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 4 September 2025:

- At your local polling station. You will receive a poll card confirming your polling station for this referendum. In Itchingfield the polling station is:

Barns Green Village Hall, Muntham Drive, Barns Green, RH13 0PT

- Polling stations are open from 7am to 10pm

If you do not receive your poll card, you can contact our Helpline on 01403 215126 or email us at: elections@horsham.gov.uk.

Please note that you will need an accepted form of voter ID to be able to vote in this referendum. More information will be contained on your poll card, or on our website at www.gov.uk/upcoming-elections.

By post:

- If you have a postal vote already, you will receive a poll card confirming 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 19 August 2025 at this address:

Horsham District Council
Albery House
Springfield Road
Horsham
RH12 2GB

- You can apply for a postal vote online at www.gov.uk/apply-postal-vote
- 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 4 September 2025.
- 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 4 September 2025 by contacting our Helpline on 01403 215126.

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
- 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 27 August at this address:

Horsham District Council
Albery House
Springfield Road
Horsham
RH12 2GB

- You can apply for a proxy vote online at www.gov.uk/apply-proxy-vote
- 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.
- Your proxy will need an accepted form of voter ID to be able to vote in this referendum. More information will be contained on the poll card, or on our website at www.gov.uk/upcoming-elections.

Postal and proxy vote application forms are available on our website at: www.horsham.gov.uk/electionspages/elections/voting If you cannot download a form please email us at: elections@horsham.gov.uk or call us on: 01403 215126.

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 emailing us at: elections@horsham.gov.uk or calling us on: 01403 215126

If you are not registered to vote, you will need to complete your registration application by midnight on 18 August 2025. You can register online at www.gov.uk/register-to-vote with your national insurance number. If you do not have access to the internet, please call 01403 215126 or complete a registration form and send it to the Electoral Registration Officer to arrive by 5pm on 18 August 2025 at this address:

Horsham District Council
Albery House
Springfield Road
Horsham

How to find out more:

- Further general information on neighbourhood planning is available at: www.horsham.gov.uk/planning/neighbourhood-planning
- For queries about planning issues and Neighbourhood Planning in general, please contact planning on: 01403 215398
- For more information about voting and the arrangements for this referendum, please call 01403 215126 or email: elections@horsham.gov.uk