



03 December 2015

Committee Manager: Jane Fulton (Ext 37611)

## **ELECTORAL REVIEW SUB COMMITTEE**

A meeting of the Electoral Review Sub-Committee will be held in Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton on **Thursday, 17 December 2015 at 6.00 pm** and you are requested to attend.

Members: Councillors Gammon (Chairman), Charles [Vice-Chairman], Bower, Brooks, Mrs Brown, Chapman, Dendle and Oppler.

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

3. \*MINUTES

To approve as a correct record the Minutes of the meeting held on 10 August 2015 (as attached).

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. \*REVIEW OF THE PARLIAMENTARY, DISTRICT AND PARISH ELECTIONS HELD ON 7 MAY 2015

This report reviews the arrangements for the Parliamentary, District and Parish Council Elections held on 7 May 2015. It provides key facts and figures, highlights the feedback received, considers lessons learnt and seeks support to any further action required.

6. \*REVIEW OF POLLING STATION

An ongoing review of polling stations is carried out within Arun. To support this review, this report considers the feedback received from the Parliamentary, District and Parish elections held on 7 May 2015 and makes recommendations for any change required for the 2016 Police & Crime Commissioner elections.

7. REVIEW OF THE 2015 ANNUAL CANVASS FOR THE ELECTORAL REGISTER

The Head of Democratic Services will provide the Committee with a verbal update on the key headlines from the Autumn canvass of the electoral register.

8. FUTURE MEETING DATES

The Committee is requested to note the future meeting dates as follows:

11 February 2016 at 6pm

13 April 2016 at 6pm

(Note: \*Indicates report is attached for all Members of the Council and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or can be viewed on the Council's web site by visiting [www.arun.gov.uk](http://www.arun.gov.uk)).

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/ Cabinet Member can attend the meeting.)

*Subject to approval at the next meeting*

ELECTORAL REVIEW SUB-COMMITTEE

10 August 2015 at 6.00 pm

Present:- Councillors Gammon (Chairman), Bower, Mrs Brown, Chapman, Dendle and Oppler.

[Note:- Councillor Oppler was absent from the meeting during consideration of the matters referred to in Minute 1 to 4 (part)].

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Charles and Brooks.

2. DECLARATIONS OF INTEREST

Councillor Gammon declared a Personal Interest in relation to Agenda item 5 (Boundary Review of West Sussex County Council) in his capacity as a Member of Littlehampton Town Council.

3. MINUTES

The Minutes of the meeting held on 18 September 2014 were approved by the Sub-Committee as a correct record and signed by the Chairman.

4. START TIMES

The Chairman advised Members that the Sub-Committee needed to agree its start times for meetings for the remainder of the Municipal Year as this item had been omitted from the agenda.

The Sub-Committee

RESOLVED

That its start times for meetings during 2015/2016 be 6.00 pm.

5. WEST SUSSEX COUNTY COUNCIL BOUNDARY REVIEW

The Sub-Committee received a report from the Head of Democratic Services which informed Members that the Local Government Boundary Commission for England was undertaking an electoral review of West Sussex County Council.

*Subject to approval at the next meeting*

The aim of this review was to recommend electoral division boundaries that meant each County Councillor represented approximately the same number of voters. Another aim was to ensure that the pattern of divisions in the West Sussex area reflected the interests and identities of local communities as well as promoting effective local government. In order to achieve these aims, the Local Government Boundary Commission had identified a need to re-draw division boundaries across the County.

The Sub-Committee was being invited to represent the views of the Arun District by submitting written comments to both West Sussex County Council (WSSC) and the Local Boundary Commission for England (LGBCE) as part of their consultations. It was pointed out to Members that a response needed to be sent to WSSC by 12 August and to the LGBCE by its deadline of 31 August 2015.

For the District of Arun, the Boundary Review was asking the Sub-Committee to consider two proposals which were:

- (1) To move a group of electors from the Bersted division to the Bognor Regis West and Aldwick division as the current Bersted division was too large. The Head of Democratic Services outlined that this could be achieved by moving the northern section of the District Marine Ward (BMARN) from Bersted to Bognor Regis West and Aldwick. As well as transferring nearly 600 electors and improving the equality of the electorate, this would also make the county division boundary co-terminus with the District boundary; and
- (2) To move the polling division of BCORN from Arundel and Wick division to Littlehampton Town division as this would better balance the electoral numbers in both divisions.

The Sub-Committee was also being asked, by Littlehampton Town Council, to consider supporting them to resolve some of the anomalies that had been created in the Littlehampton Town Council wards as a result of the last District Review. The detail of their proposal had been circulated to Members separately to the agenda.

Before discussing the proposals, the Chairman fed back to the meeting the issues that had been raised from his attendance at a meeting of the County's Electoral Review Panel.

The Sub-Committee firstly discussed the proposals put forward by WSSC and it agreed that the detail of the County's Electoral Review Panel's proposals were supportable and should be accepted especially as they posed little impact for the District.

*Subject to approval at the next meeting*

Councillor Bower outlined the need for the Council to ensure as far as possible that a simplified approach be adopted which would have as little impact as possible for the parishes. In relation to this, he referred to a small part of south Angmering which he felt should be moved from the Angmering and Findon division to the East Preston and Ferring division which he added would make this division co-terminus. Councillor Bower proposed this change but no seconder was forthcoming.

The Sub-Committee then turned its attention to Littlehampton Town Council's expressed views. Following some discussion, the Sub-Committee confirmed that it could support the principle of the Town Council's wish to see a co-terminus warding pattern as part of the outcomes of this review and that this view should be fed back to WSCC.

The Sub-Committee then

RESOLVED – That

- (1) the two proposals for the Arun District area put forward by the West Sussex County Council's Electoral Review Panel from its initial work undertaken to date be supported;
- (2) this view be confirmed by sending the Minutes from this meeting to West Sussex County Council by its deadline of 12 August 2015;
- (3) a written response confirming this view be sent to the Local Government Boundary Commission for England by its deadline date of 31 August 2015; and
- (4) the principle of Littlehampton Town Council's wish to seek co-terminosity in its warding pattern in the outcomes of the LGBCE's review be supported and this support be fed back to WSCC.

6. FUTURE MEETING DATES

The Sub-Committee

RESOLVED

That its future meetings dates be as follows:

17 December 2015  
 11 February 2016  
 13 April 2016

All of the meetings would commence at 6.00 pm.

(The meeting concluded at 6.32 pm)

ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 17 DECEMBER 2015

## Decision Paper

Subject : Review of the Parliamentary, District and Parish Elections held on 7 May 2015

Report by : Nigel Lynn, Chief Executive and Returning Officer

Date 30 November 2015

EXECUTIVE SUMMARY

This report reviews the arrangements for the Parliamentary, District and Parish Council Elections held on 7 May 2015. It provides key facts and figures, highlights the feedback received, considers lessons learnt, and seeks support to any further action required.

RECOMMENDATION

It is recommended to Full Council that:

1. the report be noted; and
2. support be given to the Returning Officer continuing to work on a longer Election Timetable for future District & Parish Council Elections to allow at least a 10 working day period for nominations.

1.0 INTRODUCTION

- 1.1 A combined poll was held on 7 May 2015 within the Arun District covering elections for the 3 Parliamentary constituencies, together with all out elections for Arun District Council and the Town/Parish Councils. This was the first time in over 20 years that there had been such a combination and it brought significant challenges that will be highlighted in this report.
- 1.2 A review has been undertaken of the planning for these elections, how things went on polling day itself, and the arrangements for the verification/count to help with future election planning. Feedback has been sought from the team involved in all elements of the election arrangements, Corporate Management Team, as well as from the candidates who stood for election and their election agents.

1.3 There has been a delay in submitting this report to ensure that I was able to attend the meeting of this Sub-Committee.

## 2.0 ELECTION PLANNING

2.1 A key element in planning elections now is managing risk. As in previous years, we followed a detailed project plan process to minimise risk and ensure that the deadlines in the statutory election timetable were met. Our planning took account of lessons learnt from the 2011 elections and started earlier in 2014 so we could provide briefings to candidates, agents and parishes well in advance of the start of the election timetable.

2.2. Our objectives in planning for these elections were:

1. Avoiding challenge to the election
2. Compliance with legislation and Electoral Commission guidance
3. Ensuring a transparent and fair process for electors to be able to register to vote and apply for a postal/proxy vote
4. Maximising voter turnout
5. Ensuring a transparent and fair process for anyone wishing to stand as a candidate
6. Accurate verification and results
7. Professional delivery and consistency

2.3 The planning for these elections proved more complex than usual. The District and Parish elections alone bring a number of challenges, adding in a Parliamentary election made this even more complex. Whilst I am the Returning Officer for the Bognor Regis & Littlehampton constituency, my counterparts at Horsham District Council and Worthing Borough Council are responsible for elections to the Arundel & South Downs and Worthing West constituencies, part of which both fall within this District. Collectively, we took the decision to put the voter first so all contact and queries would remain with the relevant council. I therefore took responsibility for issuing poll cards; administering the issue and verification of postal votes; and setting up the polling stations for the whole of the Arun District. This also meant we could issue combined information throughout the election timetable.

2.4 A large part of the planning for these elections was the timing and arrangements for the verification and counts. We considered comparative data from the 2010 and 2011 elections, as well as the statutory requirement for an overnight count for the Parliamentary election. I did share my views with Arun's Political Groups Leaders when I determined that the most viable timing for the District and Parish counts was to hold these on Saturday, 9 May 2015.

2.5 I also took the decision, with the Corporate Management Team, to identify the management of these elections as a major project. We recognised from our early plans that we needed a much larger team than usual to support the run up to the poll, as well as manage the complexities of multiple verifications and counts. The

corporate support from the staff team was brilliant. We aimed to minimise disruption to front-line services, whilst focusing all the resources we could to key activities in the election timetable. It has also helped build knowledge and experience beyond myself and the relevant Head of Service, Liz Fitcher.

### 3.0 RAISING ELECTOR AWARENESS

3.1 Supported by the Communications and Web Teams, we adopted a public awareness campaign using the local media, the Council's website, twitter and Facebook to highlight the key stages in the election timetable. This aimed to raise awareness with prospective candidates of the process to be followed in standing for election; and to encourage electors to register to vote or choose to vote by post or proxy well in advance of the statutory deadlines. All the statutory notices were published on the Council's website, at the two Receptions at the Arun Civic Centre and Bognor Regis Town Hall and on the relevant Parish noticeboard.

3.2 Ahead of poll cards being issued, a letter was sent to all households in early 2015 to confirm the details we held on the electoral register were correct. This was part of the plan for the transitional phase of Individual Electoral Registration [IER]. This exercise did increase the number of voters for the May elections, as shown in the table below, and demonstrates that activities of this type ahead of a major election can capture those who were previously unregistered:

Electorate at 1 February 2015	115,569	Electorate at 17 February 2014	113,418
Number of voters [District elections] at 7 May 2015	118,487	Number of voters [Euro election] at 22 May 2014	113,493

3.3 Previously, we have only been able to fund an activity like this to non-responding households. The activity in March 2015 was supported by additional grant from the Cabinet Office to fund the burden of IER. If a similar exercise was undertaken in early 2016, the costs would be in the region of £27,000 which we cannot fund from within existing budgets.

### 4.0 ELECTORAL REVIEW OF ARUN DISTRICT COUNCIL

4.1 The outcomes of the electoral review of Arun District Council brought in a number of changes for the District and Parish elections on 7 May 2015. This was a new warding pattern for Arun District Council with a reduction to the number of councillors from 56 to 54. There were also changes to the warding pattern of some parishes, namely:

- Aldingbourne – now warded
- Aldwick – a revised warding pattern
- Angmering – now warded
- Bersted – a revised warding pattern
- Bognor Regis – a revised warding pattern



- Eastergate – now warded
  - Felpham – a revised warding pattern
  - Littlehampton – a revised warding pattern
- 4.2 Implementing these changes to the electoral register proved extremely difficult. We ended up having to republish the register on 1 February 2015 to allow time for all the work involved. What did not help was that all we have had to use as the basis for the changes to the ward boundaries was a series of maps provided by the Local Government Boundary Commission for England. These were far from ideal, as no supporting road lists or background documents were provided that we could check our work against.
- 4.3 Since then, Ordnance Survey have produced their maps showing the new boundaries and we have been able to recheck our interpretation of the information provided by the Boundary Commission.
- 4.4 During the election timetable, we did receive a complaint that we had interpreted the boundary line between the Arundel & Walberton and Barnham wards incorrectly. We made no further changes to the electoral register during the election and have since reviewed the boundary line. This review has identified 3 properties that should have been placed in the ARACE polling district. The required changes have now been made to the electoral register published on 1 December 2015.
- 4.5 We also received a complaint that we had not promoted the boundary changes significantly to electors. The Council reported on all the stages of the electoral review to the Electoral Review Sub-Committee and Full Council and these papers were available for inspection as well as on the website throughout the review process, and since. Parish Councils were also provided with the reports from the Local Government Boundary Commission for England to publish in their locality. Ahead of the elections, we held open forums to explain the changes to prospective candidates and agents. All election notices included the new ward and parish ward names. The lack of information from the Boundary Commission meant it was extremely difficult to not only interpret the scheme they had drawn up but also to explain this and therefore I believe we sufficiently promoted all the information we had available to us.
- 5.0 CANDIDATE INFORMATION
- 5.1 To promote information on standing for election, we started to publish guidance on the Council's website and direct to existing councillors, parish clerks and political parties from early November 2014. Guidance notes were issued in November and January; and then we held two briefings in February for prospective candidates, election agents and parish clerks. We had 107 attendees over the two sessions, an increase of 47% from 2011.

- 5.2 There were 23 District Wards and 51 Parishes/Parish Wards up for election:
- All 23 District Wards were contested this year with a total of 141 candidates, a reduction of 17 from 2011
  - 16 Parishes/Parish Wards were contested, compared with 17 in 2011. A total of 269 candidates stood in the Parish Council elections, a reduction of 52 from 2011.
  - No nomination papers formally submitted were rejected
- 5.3 Within Arun, we published the Notice of Election earlier than the statutory deadline as the legislation allows. This allowed 10 working days for nominations to be delivered against the statutory timetable of 6 working days. We offered an appointment process for checking nominations, as this had been a request in the 2007 and 2011 feedback. The legislation now requires nominations to be delivered by hand either by the candidate or their representative.
- 5.4 The new legislative requirements, timetable and appointment system were promoted through the guidance notes and briefings, as well as in the nomination packs. We do know from feedback both during the timetable and from the survey undertaken that these messages did not get out to all parish candidates. The feedback indicates that there does seem to be a lack of understanding that to stand for election has a statutory requirement both in terms of the election timetable and the need to complete and deliver a formal nomination. We will consider whether we can organise additional briefings for parish clerks ahead of the 2019 elections. However, this will depend on our capacity to manage this.
- 5.5 We believe that an extended period for nominations was successful. It allowed my team to manage a considerable workload over this period more efficiently and be ready to publish the statutory notices and start the ballot paper production more quickly, working to the new deadline for nominations. From the positive feedback we received, this also alleviated some of the pressures on candidates and agents to submit their nominations. We would recommend this approach was continued for future District and Parish elections to allow a minimum of 10 working days in the timetable, or slightly longer, if the Calendar of Meetings allows.
- 5.6 The extended timetable did not create any significant issues with purdah as the Council's Calendar of Meetings was produced to accommodate key meetings well in advance.

## 6.0 ISSUES TO HIGHLIGHT FROM THE ELECTION TIMETABLE

### 6.1 **Elector & Candidate Enquiries**

- 6.1.1 Elector call volumes were high, as we would expect with a Parliamentary election. Arun Direct continued to field all first line calls and this proved extremely successful and a great support to the back office Democratic Services Team. For the first time the Contact Centre remained open until the close of poll and fielded all first line calls

from polling staff, as well as from voters. This brought great benefits in releasing the core team ahead of the verification and count and will be considered for future major elections.

- 6.1.2 One lesson from the internal review is that the capacity of the Electoral Services back office team to manage queries that could not be dealt with at first point of contact was not sufficient and this is something we will review for future major elections.
- 6.1.3 Candidate enquiries were managed by the Committees Team from Democratic Services. This team also took the lead on nominations to release the Electoral Services Team to focus on registration and election planning.
- 6.1.4 The comparative data below highlights how call volumes increase significantly ahead of a Parliamentary election. We allowed for this in our project plans by increasing resources to Arun Direct for the period of the election timetable.

Year	Election	Total calls	Call Volumes	Period	Managed by
2015	Parliamentary, District & Parish	9,819	2,657	February	Arun Direct
			1,108	March	
			2,355	April	
			1,199	May	
			832	March	Democratic Services
			783	April	
			885	May	
2011	District & Parish	3,600	1,600	March to	Arun Direct Democratic Services
			2,000	May	
2010	Parliamentary	6,300		April to May	Democratic Services

- 6.1.4 We also used Arun's website to promote key messages to electors and candidates. There was an increased number of hits to the Elections and Voting pages in March and May as shown in the comparative data below:

Month	2015	2014
March	311	302
April	178	236
May	330	204

## 6.2 Postal Votes

- 6.2.1 We managed the issue and verification of postal votes for all 3 Parliamentary constituencies within the Arun District so were able to use a combined pack covering all elections. This also meant for electors that they dealt with one Returning Officer, rather than what usually happens with Parliamentary elections

where we have to refer those in the Arundel & South Downs or Worthing West constituencies to a neighbouring council when they have a query.

- 6.2.2 Based on the electorate for the District elections, the number of postal voters increased by 10% from 14,633 at the start of the election timetable to 16,295 by the time the final packs were issued. This compares with 15,186 postal voters for the District elections in 2011.
- 6.2.3 Increasingly, Returning Officers are being urged by the Electoral Commission to issue their postal vote packs earlier in the election timetable, particularly to help overseas voters. However, the pressure of the volume of late applications is making this proposal increasingly difficult, as well as the fact that the ballot papers still need to be printed following the close of nominations! We sent out our main issue of postal votes on 22 April 2015, one day after the deadline for new applications. We had two further issues to manage the volume of late applications.
- 6.2.4 We did have problems with the software system we use for verifying postal votes not working to capacity. However, we were still able to undertake the 100% statutory requirement by implementing our contingency of manual checks against original applications.
- 6.2.5 No cases of electoral fraud were raised at this election.

### 6.3 **Electoral Registration**

- 6.3.1 I have highlighted at paragraph 3.2 the impact that these elections had on electorate levels. Our experience of these elections is that there is still a lack of understanding of the requirements of IER. Electors are struggling to comprehend that registration can have two stages:

1. Completing a household enquiry form – so we can find out who is eligible to vote
2. Then completing an invitation to register form – either online or by hard copy

Also that the verification stage to check their identity can delay an application if they do not immediately match on processing; which can require further evidence before an application can be confirmed.

- 6.3.2 The transitional phase of IER allowed some leniency in that those unconfirmed electors who were 'carried forward' from the electoral register pre-June 2014 were still able to vote in person at these elections, whilst we encouraged them to re-register. However, if they have still failed to re-register by now, they will have been deleted from the electoral register published on 1 December 2015.
- 6.3.4 Although only a small number of complaints were received after these elections, the issues raised relate to this lack of understanding and we remain concerned that the key messages are still not getting through. We will endeavor, as we always do, to

use our communications strategy to regularly promote the need to register each year and whenever an elector's circumstances change.

## 7.0 TURNOUT

7.1 Turnout, as anticipated, was high across all elections. The tables below provide comparative data for the District elections:

### Overall turnout:

2015	67.7%
2011	44.5%
2007	37.0%

### Highest and lowest turnouts:

	Ward	2015	2011	2007
<b>Highest</b>	Ferring	76.67%	57.44%	50.31%
	Aldwick East	73.57%	52.98%	45.26%
<b>Lowest</b>	Hotham	51.79%	36.84%	34.61%
	Marine	50.80%	37.13%	30.47%

### Turnout for those wards with significant change to their boundary:

New Ward	Turnout 2015	Old Ward	Turnout 2011
Angmering & Findon	72.78%	Angmering Findon	44.83% 50.00%
Arundel & Walberton	72.94%	Arundel Walberton	51.27% 54.15%
Pagham	70.70%	Pagham & Rose Green	44.45%
Courtwick with Toddington	56.30%	Wick with Toddington Ham	39.12% 36.55%
River	57.03%	River Ham	37.75% 36.55%

7.2 Turnout for the three Parliamentary constituencies that fall within the Arun District was:

Constituency	2015	2010
Bognor Regis & Littlehampton	64.90%	66.28%
Arundel & South Downs	73.54%	72.99%
Worthing West	63%	65%

7.3 For those Parishes with contested elections, overall turnout was 58.22% compared with 41% in 2011.

## 8.0 FEEDBACK

8.1 To assist in the review, meetings have been held with the key staff involved to consider our processes and systems; and the reports made by Presiding Officers from polling day have been reviewed and actioned where required. The analysis has been considered by the Corporate Management Team and no issues of significance have been raised. Where areas for improvement have been identified, these have been included in future project plans.

8.2 We also sought feedback from the candidates who stood for election, election agents and parish clerks through a survey which sought comments on:

- the Nomination Process
- Polling Day
- Polling Stations
- arrangements for the Verification and Count

8.3 A summary of the feedback received is set out in Appendix 1 to this report.

### 8.3 **The nomination process**

8.3.1 A number of comments were made about the nomination process and these were particularly from parish candidates. It does appear that the guidance notes we provided in November and January were not as widely distributed in parish areas as we had hoped as many of the comments raised would have been covered by this guidance, as well as through attendance at the briefings held in February.

8.3.2 Whilst we can appreciate that the nomination process can be daunting, we referred candidates to the helpful guidance produced by the Electoral Commission and reinforced in all our briefings and in the nomination pack that we must work to the statutory timetable and the requirements of the legislation.

### 8.4 **Polling Day**

8.4.1 We anticipated these elections would bring a higher turnout and staff numbers out at polling stations were based on the Electoral Commission's performance standard. The stations with particularly high turnout did find they had queues throughout the day and, as part of our monitoring arrangements, we sent out additional staff to support the Presiding Officer from midday onwards.

8.4.2 The feedback from polling staff was what a challenging day this proved to be. However, they welcomed the support they received from the Election Control Team from the visits made; the additional staff provided; and the availability of a helpline throughout the full hours of the poll, and beyond. We would definitely explore recruiting additional staff to cover the peak in the day for use at future major elections and really appreciated the response from Arun's staff to go out and offer help to those stations under most pressure.

8.4.3 A combination of elections of this type where the numbers of votes to be cast varied for each electoral area brings its own challenges and potential for confusion for voters. We used colour coding in all notices to match the ballot papers and followed the Electoral Commission's guidance in all the notices produced. The polling staff were all directed to repeat the voting arrangements by using the colour coding system and the instructions at the top of each ballot paper.

8.4.4 My whole team are to be commended for their efforts throughout the day as the positive feedback highlights that we were seen to provide good customer service.

## 8.5 Polling Stations

8.5.1 There was some feedback on the suitability of premises used as polling stations, which has been fed into the ongoing review considered elsewhere on the agenda.

8.5.2 The trial at the following five premises to allow tellers to sit inside the building was reviewed in the survey:

- West Meads Hall, Bognor Regis
- St Wilfrid's Hall, Bognor Regis
- Jeneses Community Art Centre, Bognor Regis
- Southfields Jubilee Centre, Littlehampton
- Yapton & Ford Village Hall, Yapton

8.5.3 Feedback was positive from the tellers and there was no adverse feedback from voters. This arrangement can only work in premises with separate entrance halls so that the tellers can continue to remain outside of the polling station to protect the secrecy of the vote. We will consider further trials in the 2016 elections.

8.5.4 We had one incident out at a polling station that resulted in a complaint and personal injury claim against the Council which has been repudiated by the Council's liability insurer, in consultation with the Council's Insurance Officer. We have undertaken a full review of the premises concerned with the Council's Health & Safety Officer and works have been completed at the premises that ensure it continues to be suitable for use as a polling station.

## 8.6 The Verification and Count

8.6.1 The feedback from candidates and agents is both positive and negative. This is to be expected as we were dealing with a complex combination of elections. I also responded to a detailed complaint on behalf of all the political parties that were representing candidates in the elections held on 7 May 2015.

8.6.2 Determining the timings and approach to the verification and counts was an essential part of our planning process. Our plans were driven by the statutory requirement to hold the Parliamentary count overnight. I was also conscious from reviewing the feedback from the 2011 District and Parish elections that there had been criticism at the length of time these counts took. I took the decision in January

that the District and Parish counts would be held on Saturday, 9 May 2015 and the reasons for this were shared with Arun's Political Group Leaders. I also highlighted our plans in the briefings held in February. A key reason for my decision was that I could not resource an overnight count immediately followed by a daytime or evening count on Friday, 8 May 2015 and meet the duty of care I have to my staff.

- 8.6.3 Our plans were based on a predicted turnout of 70%. The verification stage covered both the Bognor Regis & Littlehampton and Worthing West constituencies whilst the Parliamentary count was for the Bognor Regis & Littlehampton constituency only. We estimated the verification of the ballot boxes and the count for the Bognor Regis & Littlehampton constituency would take 7 to 8 hours. We brought in a second team to deal with the verification of the Worthing West constituency which we were undertaking on behalf of Alex Bailey, the Returning Officer at Worthing Borough Council. In reality, the checking in of the ballot boxes took longer than we anticipated due to the high turnout and combination of elections, and the verification did not start till 23:15. The result of the count for the Bognor Regis & Littlehampton constituency was then declared at 07:10, so within the maximum time we had predicted.
- 8.6.4 For the District and Parish counts, we had estimated that these would take between 11.5 and 16 hours based on using the 'grass skirt' method. However, after reviewing all the options recommended as best practice by the Electoral Commission, I chose to use the 'counting sheet' method as I believed this would be a more efficient system. In my view, this proved to be the right decision as the combined District and Parish counts took 12 hours to complete, well within the estimated timeframe we had predicted. This method worked particularly well for the Arundel Town Council count, which would have taken considerably longer had the 'grass skirt' method been used.
- 8.6.5 What needs to be borne in mind when comparing count timings is that this is the first time for over 20 years that Parliamentary and local elections have been combined. The District and Parish verification and count in 2011 took 14 hours. This was based on a 44.5% turnout, not the 67.7% and 58.22% levels we saw in 2015.
- 8.6.6 The feedback does highlight that the 'counting sheet' method was a concern to some, whilst others recognised it was efficient and well organised. I did listen to feedback given in the early stages of the count and ensured that practices were reviewed and revised to take account of concerns raised. The survey feedback does reflect that concerns raised were dealt with on the day.
- 8.6.7 Whilst, in hindsight, I accept that I should have advised the candidates and agents in advance of my decision to use an alternative counting method, I only took the decision in April once I understood the level of nominations per ward we were dealing with and we had tested out the options. Based on our assessment that the counting sheet method proved a more efficient and accurate system, I would definitely use this again.



8.6.8 I have already confirmed to the political parties, in responding to their complaint, that I will look at the best way to include details of the counting method we intend to use in the information provided to candidates/agents at future elections.

## 9.0 PERFORMANCE MONITORING

9.1 We have responded to the Electoral Commission's performance standards submitting the electoral data as requested. No issue has been raised about Arun's performance in these elections.

## 10.0 CONCLUSIONS

10.1 I am pleased with how our arrangements for these polls ran in practice and believe we met our stated objectives. Our project management approach is robust and we assessed risks well in advance of the election timetable, as well out throughout key activities. Our success was very much a team effort from the whole of Arun's staff who provided both front and back office support. It must be accepted that the level of resources required to manage major elections is considerable and growing, and that this does impact on the organisation, particularly over polling day and the count. We will continue to manage this corporately through my lead on the Corporate Management Team.

10.2 The impact on the Democratic Services Team, in particular, also needs to be recognised. The Team, particularly those working in Electoral Services, have faced an extremely challenging period over the last 2 years. Firstly, in meeting the demands of introducing a major change in legislation in electoral registration; and secondly, in managing 11 Neighbourhood Plan Referendums and 3 Community Right to Build Order Referendums. This was in addition to planning for the combined elections on 7 May 2015 that were a significant project of their own. We have had the benefit of additional temporary resources to support the changes to electoral registration, funded by the Cabinet Office grant we received. This arrangement ceases at the end of this year and I will be closely monitoring workload against capacity over the next 6 months.

10.3 I would not have been able to deliver these elections without this Team's commitment and hard work, together with the help of the whole Arun organisation, and would like to record my thanks for the commitment and support I received.

**Background Papers:** Verification of Results Statements  
Feedback to the Post Election Survey 2015

**Contact:** Liz Fatcher  
Email: [liz.fatcher@arun.gov.uk](mailto:liz.fatcher@arun.gov.uk)  
Tel: 01903 737610

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

**1. Were you aware of the Election Briefings for Candidates & Agents, If yes did you attend one?**

Total Yes	67
Total No	52
% Yes to attendance out of those surveyed:	<b>54%</b>

**2. Did you have any issues with the arrangements we put in place to receive nomination papers?**

Total Yes	10
Total No	101
% who had issues	<b>9%</b>

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
Very Good	
No issues whatsoever	
The Process was straight forward	
There was some confusion with the agent who said he would collect them in and deliver whilst ADC was saying we must deliver personally	The law confirms that a candidate must deliver or make arrangements for a representative to do this for them
Why did everyone have to go to the Civic Centre personally and not use the postal system	This is a legal requirement
Very Good Service	
I did not book a time slot and spent more than an hour to be told everything was o.k! The problem seemed to be with ADC candidates not Parish. Also with existing ADC Councillors. Separate reception points for District & Parish might be useful. Also a checklist to ensure what should be included called - have you checked?	District nominations do take longer as there are more subscribers. A checklist was in the nomination pack.
It was all very formal but perhaps that was necessary	
My nomination was rejected twice because my nominee did not live in my ward, nowhere on the guidance notes was that mentioned. The only instructions were that they could nominate candidates in more than one ward. I specifically asked them if I was their only nominee and I was. They signed on residents of the Parish which they were and was an option on the form. As my appointment was at 10am and had to be in work by lunchtime that day I was unable to stand for election.	The Electoral Commission Guidance and nomination form confirm requirements for subscribers.
No issues it went well	
The arrangements to attend offices during working hours were not helpful. We are trying to attract new Councillors and yet arrangements discourage those of working age. Are there opportunities to use technology?	The law only allows hard copy forms and delivery in normal office hours.

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
Despite requesting electoral rolls for Middleton-On-Sea twice, in writing, they were not received	We had an overwhelming number of requests for Electoral Registers for these elections. We were not aware of any outstanding requests.
Good arrangement Worked Well	
Times were very tight	We extended the period for nominations beyond the Statutory 6 days to 10 working days.
Yes - waste of time insisting that all prospective councillors had to personally hand in nomination papers. Should allow 1 Councillor or Parish Clerk to deliver papers 'en masse'	The law only allows hard copy forms and delivery in normal office hours.
It is not always possible to deliver papers in person	The Guidance confirmed that a candidate could arrange for a representative to deliver their nomination on their behalf

**3. Did you have any issues with the postal vote arrangements for this election?**

Total Yes	13
Total No	97
% who had issues	<b>12%</b>

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
None Whatsoever	
No complaints - service is excellent	
Confusion if it applied to Parish/Towns as well. Parish Office was not sure	The information was on the poll card, notices and news releases issued to explain key stages of the election.
Some of the elderly are not yet aware of this option	
There was no mention, when applying, of when the papers would be sent out. We could have been away on holiday when the papers arrived.	The scripts for FAQ's included the provision of deadlines for applications and issue dates.
I am against postal voting in principle	
I have issues with postal votes and believe that their use should be strictly controlled and only available for those genuinely unable to get to Polling Stations - this is a National issue!	
Needs to be advertised more in the local papers	We followed a Communications Strategy issuing news releases throughout the election timetable.
I thought they came out very early, before most of the candidates had sent any information out	The issue date is based on a Statutory timetable.
The randomly listed alterations and additions were difficult to deal with but I guess that cannot be helped	Electors can change their voting preferences up to 11 working days before the Election so this means the list will need to be updated.
I requested an updated copy of the postal voters register but did not receive one	We are not aware of any outstanding requests.

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

Comments made in Survey	Returning Officer Comments (in response)
Not overall, however a number of residents came into the Parish offices to ask how to get a postal vote so perhaps some wide, non net-based information might help	Guidance was provided on the Poll Card, Arun's Website and in news releases issued.
Yes, did not receive them.	We have investigated and responded to every complaint received
Postal voting should only be allowed in special circumstances	
Lack of information on who to vote for	It is up to candidates to promote themselves

**4. Did you have any issues with the Polling Stations used in the Arun District on Polling day specifically?**

Comments made in Survey	Returning Officer Comments (in response)
Confusing with three ballot papers	We colour coded everything to help
Lack of Parking (did not state where)	We recognise that not all premises will have parking
Received complaints about Primary Schools being closed to host Polling Day	We aim to avoid schools if we can however they are often the most suitable premises.

**4(a) Were the majority of polling stations conveniently located for the majority of Electors?**

Out of 115 surveys completed the total of Yes/No was:	
Total Yes	97
Total No	18
%Yes	<b>84%</b>

Comments Made:	
<i>Please see Returning Officer Comments in the Review of Polling Stations Report</i>	The Polling Station in Bersted at the end of the new estate was highly inconvenient for a large proportion of more elderley voters.
	Using Bersted Park Community Centre was a inconvenience to all electors especially those at the extreme east of Bersted which is a large ward.
	The use of Bersted Park Community Centre was too far out for anyone without transport.
	Given change to wards for Littlehampton Town Council the sole Polling Station for BELM Polling district and Parish Ward is outside of ward but still combined with 2 polling stations for Brookfield ward.
	I had a few complaints from residents unhappy that the Polling Stations had changed in Bersted and Bognor Regis.
	Combining Yapton and Ford was a factor in the long queues that formed at busy times. Not so convenient for Ford voters.
	Middleton had 2 Polling Stations a few hundred yards apart. A number of voters went to the wrong one.

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

<b>Comments Made (continued):</b> <i>Please see Returning Officer Comments in the Review of Polling Stations Report</i>	<p>Some confusion arises over the use of the Fire Station in East Preston for electors in Angmering parish</p>
	<p>The small room at the rear of Holy Cross Church Hall was a poor choice with difficult access</p>
	<p>Not for Warningcamp residents - the Polling Station at Arundel Lido was very crowded due to Warningcamp voters also having to vote there</p>
	<p>The Keystone Centre is not central to both Town wards.</p>
	<p>The use of St Jospeh's Church for Rustington remains inconvenient. Effort should be made to provide a more local station for those living in the Zachary Merton hospital area.</p>
	<p>Rose Green Polling Station was very busy in the evening - queuing outside the door.</p>

**4(b) Suggestions for alternative suitable premises we could explore**

<b>Comments Made:</b> <i>Please see Returning Officer Comments in the Review of Polling Stations Report</i>	<p>Littlehampton Academy could be used for BELM</p>
	<p>Middleton - use village hall for both polling districts as it has two separate halls.</p>
	<p>Instead of the Keystone Centre use the Scout Hall in Lineside Way as more central.</p>

**4 c) Were you aware of any accessibility issues for electors using the premises that we need to try to address?**

<b>Comments Made:</b> <i>Please see Returning Officer Comments in the Review of Polling Stations Report</i>	<p>Confusing what room to go into at the Jubilee Centre - If this arrangement continues signs must be improved</p>
	<p>If the large hall at Holy Cross could be used the front access is much better</p>
	<p>When the turn out is high the access to the Warren Room in East Preston Village Hall is problematic. Voters have to queue outside the building as well as inside at peak times.</p>
	<p>When there are queues spare some seats for the elderly</p>
	<p>Steps at Lyminster Parish Church might have been a problem for the disabled</p>

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

**5. Do you have any comments on the arrangements for polling day itself?**

Comments made in Survey	Returning Officer Comments (in response)
The new style voting booths do not ensure total privacy when voting.	We received no complaints from voters at the Polling Stations. We will continue to monitor
The arrangements were excellent	
More staff required to reduce queues	Staffing numbers were based on the Electoral Commission's Performance Standards. We put out extra staff to busier stations to help reduce queues
The arrangements worked very well	
All appeared to work smoothly	
It was very good. Help and advice was on hand	
Well organised	
Well done and thanks to Arun Staff who worked so hard	
Staff worked very hard but people did mention their concerns re privacy when voting as so many queuing to vote	
The single wards affected by the Boundary Changes had a separate ballot box etc in Aldingbourne and Eastergate for a small proportion of voters. This led to long queues that led people to go away without voting.	We recognise that the Boundary Changes are difficult to understand in some areas
Problems with the number of District votes each voter had, People did not know they had a second vote. Perhaps better signage to explain needed.	We can only use signage and notices to work within the legislation. The Polling Staff were instructed to refer electors to the wording on the ballot papers. This was monitored throughout the day.
All worked well in Yapton	It is good to receive this positive feedback.
Well organised, thank you	
Quite satisfactory in Angmering	
Excellent	
Everything seemed to work very well	
Everything ran smoothly	
Very good, excellent Returning Officers	
We were very well served by the teams in our Polling Stations. Thanks are due to them	
Very well done	

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

<b>6. If you were involved with the trial that allowed Tellers to sit inside premises how did you find this and did you receive any feedback from voters?</b>	
<b>NB: There was a trial that allowed Tellers to sit inside at:</b> West Meads Hall, Bognor Regis, St Wilfrid's Hall, Bognor Regis, Jeneses Community Art Centre, Bognor Regis, Southfields Jubilee Centre, Littlehampton, Yapton & Ford Village Hall, Yapton.	
<b>Comments Made:</b>	<b>Yapton and Ford Village Hall</b> was a great advance for weather protection. No voter feedback
	At <b>St Wilfrid's Hall, Bognor Regis</b> - tellers sat inside which was a welcome break from the cold and respite for the legs. The voters were comfortable with this arrangement
	<b>West Meads Hall, Bognor Regis and St Wilfrid's Hall, Bognor Regis</b> - This was a great step forward. No feedback from voters but very much appreciated by the Tellers
	<b>Southfields Jubilee Centre</b> - This was positive as it stopped tellers blocking pathway to entrance. There needs to be clear signs stating that voters do not have to give their cards to tellers.
	It would have been very useful had the weather been bad - no voter feedback

<b>Returning Officer's Comment:</b>	We will continue to explore opportunities for trials with this approach
-------------------------------------	---

**7. Do you have any comments on the organisation of the verification & counts over 7 and 9 May 2015?**

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
I think the count was well conducted. Clearer criteria and arrangements need to be set out for recount. Rules about using mobile phones at the count needs addressing - some experienced Councillors were making calls unchallenged.	Guidance was provided in the appointment letters to attendees. It can be difficult to police on a busy day
More information required at Verification as to how many tables at each ward.	Our plan had been to explain this to attendees as they arrived at the hall
There was confusion amongst electors as to when which results were due. Also some surprise expressed of time to get to local results.	We publicised timings of the counts
The count appeared to take an inordinate amount of time	We completed within the estimated times we had set
Considering the complications very well done, however there seemed to be very long gaps between wards being completely counted and the declaration of results	We recognise that there were some delays due to results being ready to be declared at the same time
Did not agree with the counting system	See paragraph 8.6 of the covering report

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

Comments made in Survey	Returning Officer Comments (in response)
Count could have been after election on 7th May. The Town Council could have dealt with the Town Count. The 25 on a strip may be old fashioned but it is clear and easy to monitor for candidates and agents	See paragraph 8.6 of the covering report
Count system used slowed count down.	See paragraph 8.6 of the covering report
Very well organised and staffed	It is good to receive positive feedback
Organisation spot on	It is good to receive positive feedback
Count two days later not desirable - too long to complete - so repitious for staff that prone to errors - this system seemed less transparent and more difficult to justify recounts	See paragraph 8.6 of the covering report
Well handled although the previous system was more informative for candidates	See paragraph 8.6 of the covering report
Very efficient	It is good to receive positive feedback
Very well organised	It is good to receive positive feedback
It took a long time and was almost impossible for the candidates to supervise properly. I preferred the previous system, easier to check and quicker	See paragraph 8.6 of the covering report
There did appear to be some mistakes during the count which seemed to be a long drawn out procedure. Due to two people being responsible for the count with one passing information to the other I feel it was quite easy to make mistakes.	See paragraph 8.6 of the covering report
Candidates were too close to those who were counting with many conversations going on between candidates of the parties. This could cause mistakes to happen and distractions to occur. I feel those counting should be shielded from those in the hall.	The law requires a transparent process - the layout was based on achieving this
Happy with the arrangements	It is good to receive positive feedback
The count on the 9th May was too long. I waited from 10am until 4.30pm before result was announced. It would help if one knew when a specific count would take place.	It is difficult to estimate timings. The notifications to Candidates explained our plans
It was very slow	See paragraph 8.6 of the covering report
Seemed to be restrictive for checking by observers	See paragraph 8.6 of the covering report
I thought the whole process was very antiquated and haphazardly carried out. Also the process was open to abuse	See paragraph 8.6 of the covering report



**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
Why was the "grass skirt method" not used? This enabled candidates to see how the count was going and was also much faster. The count took so long and was not until late Saturday evening until the result was given. Also the result was published over the internet before being given to the Candidates at the Count.	See paragraph 8.6 of the covering report
The Saturday Count seemed to take forever for all the Parishes to be counted	See paragraph 8.6 of the covering report
Bad idea to have MP, District and Local Elections on at once.	This was a Government decision
Whilst it was a long day I think the Count was well conducted. I feel some of the criticism expressed on the day was unfair.	It is good to receive positive feedback
Rather lengthy, more so than last time	See paragraph 8.6 of the covering report
I think we need to speed up the process as it took a long time	See paragraph 8.6 of the covering report
I understand that ADC was short of Counters for both days and took too long to complete. The old counting system was better.	See paragraph 8.6 of the covering report
Any problems were the result of combining the Parliamentary, District and Parish ballots on the same day	This was a Government decision
Count seemed to take far too long. New system made it difficult to verify. A number of those counting appeared to be making errors which they had to correct. Interminable wait between end of count and announcement of result	See paragraph 8.6 of the covering report
Verification was carried out very well. The Count started in a "shambolic" manner with staff having friendly chats whilst trying to call over votes resulting in much rubbing out and resentment amongst candidates. Once things had settled down it proceeded in an orderly, if slow, manner. Results should be announced once a Count has been concluded. For the East preston Count we had to wait 1 half hours after completion of the count, why?	We listened to feedback and revised methods, on the day
Very disorganised and slow. Staff were sat at tables for long periods doing nothing. Some staff were concealing papers by turning them face down or keeping them close by so observers could not see how the count was going - rather petty and unfair	See paragraph 8.6 of the covering report

**REVIEW OF THE PARLIAMENTARY, DISTRICT PARISH ELECTIONS HELD ON 7 MAY 2015  
POST ELECTION SURVEY**

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
The Count at Felpham was appallingly slow and conducted in a very old fashioned way. Could not believe in the 21st Century such a laborious system was used , allowing more human error	See paragraph 8.6 of the covering report
Far too long, labour intensive and old fashioned	See paragraph 8.6 of the covering report

**8. Are there any other issues you would like to raise?**

<b>Comments made in Survey</b>	<b>Returning Officer Comments (in response)</b>
This Survey would be better electronically/use e-mail	We will consider this for future surveys
Everything ran smoothly as far as I'm aware	
Use on-line voting, more postal votes and more modern verification of votes after election	This would need to be raised with the Government

AGENDA ITEM NO.6ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 17 DECEMBER 2015

## Decision Paper

Subject : Review of Polling Stations in the Arun District

Report by : Nigel Lynn, Chief Executive and Returning Officer

Date 30 November 2015

EXECUTIVE SUMMARY

An ongoing review of polling stations is carried out within Arun. To support this review, this report considers the feedback received from the Parliamentary, District and Parish elections held on 7 May 2015 and makes recommendations for any change required for the 2016 Police & Crime Commissioner elections.

RECOMMENDATION

It is recommended that:

1. the Returning Officer's report on the review of polling stations, as set out in Appendix 1, be agreed; and
2. the use of the polling stations listed in Appendix 1 be agreed for use at the Police & Crime Commissioner elections to be held on 5 May 2016.

1.0 INTRODUCTION

- 1.1 The Council is required under legislation to conduct a formal review of its polling districts, polling places and polling stations every 5 years. The most recent review was concluded on 5 November 2014. The next statutory review will start by 1 October 2018.
- 1.2 Every election held within the Arun District is used as an opportunity to review polling station premises to ensure they remain fit for purpose. The feedback from the Parliamentary, District and Parish elections held on 7 May 2015, plus any byelections, polls or referendums held during the past year, has been used to inform this latest informal review.

## 2.0 FINDINGS OF LATEST REVIEW

- 2.1 The schedule at Appendix 1 sets out all the polling stations used to cover the 90 polling districts within Arun. For this informal review we are not considering the polling districts or polling places, just the premises used as polling stations. The feedback received from voters, presiding officers (POs) and candidates and agents, through the post election survey, has been used to inform this review.
- 2.2 No change is proposed to 65 polling stations based on the positive feedback received. The table below summarises where further consideration may be required:

<b>Polling District</b>	<b>Polling Station</b>	<b>Recommendation</b>
AANGS	East Preston Fire Station	No change but keep under review
AWAR	Arundel Lido	No change
AHOU	George & Dragon Public House	No change, however we will review options for improving lighting for future elections
BALDE1	Mosse Hall	No change however we will keep the accessibility to the premises under review
BFELW2	Downview Primary School	Trial at St Mary's Centre for 2016
BHATH	Bognor Regis Youth Club	No change however ADC will provide a temporary ramp to improve accessibility at future elections
BHOT1	Laburnum Centre	Confirm as permanent station based on positive feedback received
BMAR1	St Wilfrids Hall	No change, however this premises is not always available for short notice bookings and a suitable alternative of Bognor Yacht Club has been identified for these occasions
BORC3	Jeneses Community Arts Centre	Confirm as permanent station based on positive feedback received
BPEV1	Baptist Church Hall	No change, however this premises is not always available for short notice bookings and a suitable alternative of The Poynings has been identified for these occasions
BPEV2	The Arena	Confirm as permanent station based on positive feedback received
BMID1	St Nicholas Church Hall	No change
BMID2	Jubilee Hall	No change
BNB2	Bersted Park Community Centre	No change until further review concluded
BNB3	Holy Cross Church	No change until further review concluded
BBRO3	Summerlea Primary School	Trial at The Loft at the Body Shop
BCWT1	Wick Church Hall	No change however ADC will provide a temporary ramp to improve accessibility at future elections
BELM	Southfields Jubilee Centre	No change
BHAM1	St James Church Hall	No change
BHAM2	Keystone Centre	No change
BFOR	Yapton & Ford Village Hall	No change
BCLI	St Mary at Climping Church Hall	No change
WRUSE1	St Joseph's Church Hall	No change but we will continue to monitor
WRUSWN	Summerlea Primary School	Trial at the Woodlands Centre
WRUSW1	Methodist Church Hall	No change

2.3 As referred to above, the arrangements for the BNB2 and BNB3 polling districts are to be reviewed further as we recognise that the current arrangements did not work for the elections in May 2015. We will keep Ward Councillors updated on this review which will be completed in time for any change to be introduced at the Police & Crime Commissioner elections in May 2016.

### 3.0 CONCLUSIONS

3.1 Our aim continues to be that polling stations are located within a convenient distance from the majority of elector's homes, with the premises being accessible by all. It is becoming difficult to always achieve this aim as existing locations change or become unavailable. In particular, we recognise the impact of using schools on the term programme, pupils and parents which is why we are proposing to trial alternative arrangements in Felpham and Rustington for the 2016 elections. We continue to seek feedback to inform our arrangements.

3.2 Where change is agreed for the May 2016 elections, electors will receive a notification with their poll card highlighting the new location. We will also publish the schedule of polling stations on the Council's website.

3.3 The next statutory review of polling districts, polling places and polling stations will commence by 1 October 2018.

**Background Papers:** Feedback to the Post Election Survey 2015

**Contact:** Liz Futcher  
Email: [liz.futcher@arun.gov.uk](mailto:liz.futcher@arun.gov.uk)  
Tel: 01903 737610

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
APOL	Poling	Parish meeting of Poling	Poling	Fairplace Barn Poling Street Poling BN18 9PS	147		Disabled access has now been provided at the Barn with the help of the owner and Parish Meeting Chairman. This has been welcomed by local electors.	No change
AANGN1	Angmering North No. 1	Parish of Angmering	Angmering	St Margaret's Church Hall Arundel Road Angmering BN16 4JS	1984		No Change	No Change
AANGN2	Angmering North No. 2	Parish of Angmering	Angmering	Angmering Village Hall Station Road Angmering BN16 4HY	1724		No change	No change
AANGS	Angmering South	Parish of Angmering	Angmering	East Preston Fire Station North Lane East Preston BN16 1DA	788	Some confusion for voters in Angmering Parish over the use of the Fire Station in East Preston	This is ongoing feedback which we understand. However there is no suitable alternative.	No change but keep under review
AANGBG	Angmering Bramley Green	Parish of Angmering	Angmering	Angmering Community Centre Foxwood Avenue BN16 4FU	1541		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
AARU1	Arundel No. 1	Town of Arundel	Arundel	Arundel Lido Queen Street Arundel BN18 9JG	1218		No change	No change
AARU2	Arundel No. 2	Town of Arundel	Arundel	Lounge at Warwick Court Torton Hill Road Arundel BN18 9JQ	1574		No change	No change
ASO	South Stoke	Parish Meeting of South Stoke	Arundel	Arundel Lido Queen Street Arundel BN18 9JG	34		No change	No change
ABUR	Burpham	Parish Meeting of Burpham	Burpham	Burpham Village Hall Burpham Arundel BN18 9RR	163		No change	No change
AWAR	Warningcamp	Parish Meeting of Warningcamp	Warningcamp/ Arundel	Arundel Lido Queen Street Arundel BN18 9JG	141	The Polling Station was overcrowded due to Warningcamp voters also having to vote at Arundel Lido	As previously considered and agreed by the Sub-Committee there is no suitable premises in Warningcamp to be used as a Polling Station. This is the only alternative.	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
AHOU	Houghton	Parish Meeting of Houghton	Amberley	George & Dragon Public House Houghton BN18 9LW	76	PO reported that wheelchair ramp at side door was OK in daylight but not well lit in darkness.	We will review options for improving lighting for future elections.	No change
ALYM	Lyminster	Parish of Lyminster	Lyminster	The Bell Tower Room Lyminster Church Lyminster Road, Lyminster BN17 7QJ	303		A new boiler has been installed June 2015 so problem with heating has been addressed.	No change
AALD	Aldingbourne	Parish of Aldingbourne	Aldingbourne	Aldingbourne Community Centre Olivers Meadow Westergate PO20 3YA	2693		No change	No change
ARACE	Arundel & Walberton	Parish of Aldingbourne (Racecourse)	Aldingbourne (Racecourse)	Aldingbourne Community Sports Centre Olivers Meadow Westergate PO20 3YA	284		New Parish Ward. Polling Station has been used before	No Change



**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
ABAR	Barnham	Parish of Barnham	Barnham	Barnham Community Hall Murrells Field Yapton Road Barnham PO22 0AY	1069		No Change	No Change
AEAS	Eastergate	Parish of Eastergate	Eastergate	Eastergate Parish Hall Barnham Road Eastergate PO20 3RP	2499		No change	No change
AFO	Arundel & Walberton	Parish of Eastergate	Fontwell Village	Eastergate Parish Hall Barnham Road Eastergate PO20 3RP	278		New Parish Ward. Polling Station has been used before	No Change
APAT	Patching	Parish of Patching	Clapham	Clapham and Patching Village Hall Clapham BN13 3UT	213		No change	No change
AFIN	Findon	Parish of Findon	Findon	The Village Hall High Street Findon BN14 0TA	1660		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
ACLA	Clapham	Parish of Clapham	Clapham	Clapham and Patching Village Hall Clapham BN13 3UT	259		No change	No change
AMAD	Madehurst	Parish Meeting of Madehurst	Slindon	Coronation Hall Slindon Arundel BN18 0QT	93		No change	No change
ASLI	Slindon	Parish of Slindon	Slindon	Coronation Hall Slindon Arundel BN18 0QT	452		No change	No change
AWAL1	Walberton No. 1	Walberton and Binsted Ward of the Parish of Walberton	Walberton	Walberton Pavilion The Playing Field The Street Walberton BN18 0PH	1246		No change	No change
AWAL2	Walberton No. 2	Fontwell Ward of the Parish of Walberton	Walberton	The Weighing Room Fontwell Park Racecourse Fontwell Avenue Fontwell BN18 0SX	548		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BALDE1	Aldwick East No. 1	Aldwick East Ward of the Parish of Aldwick	Aldwick	Mosse Hall St Richards Way Aldwick PO21 3BD	1156	An issue was raised about the suitability of the ramp.	This has now been resolved.	No change Accessibility needs to be kept under review.
BALDE2	Aldwick East No. 2	Aldwick East Ward of the Parish of Aldwick	Aldwick	West Meads Hall The Precinct West Meads Aldwick PO21 5SB	1777		No change	No change
BALDE3	Aldwick East No. 3	Aldwick East Ward of the Parish of Aldwick	Aldwick	St Wilfred's Hall Ellasdale Road Aldwick PO21 2SG	1330		No change	No change
BBARR	Aldwick East	Aldwick East Ward of the Parish of Aldwick	Aldwick	Aldwick Baptist Church Gossamer Lane Aldwick PO21 3DD	261	This Polling Station was very busy in the evening on 7 May 2015 with queues outside the door.	New Parish Ward. Polling Station has been used before. We are aware that some stations were busy due to the nature of this election.	No Change
BALDW1	Aldwick West No. 1	Aldwick West Ward of the Parish of Aldwick	Aldwick	Willowhale Community Centre Pryors Lane Aldwick PO21 4SF	2416		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BALDW2	Aldwick West No. 2	Aldwick West Ward of the Parish of Aldwick	Aldwick	Aldwick Baptist Church Gossamer Lane Aldwick PO21 3DD	293		No change	No change
BALDW3	Aldwick West No.3	Aldwick	Aldwick West	Aldwick Baptist Church Gossamer Lane Aldwick PO21 3DD	1295		New Parish Ward. Polling Station has been used before	No Change
BSTW3	Aldwick West	Aldwick	St Richard's	The Mosse Hall St Richards Way Aldwick PO21 3BD	1068		New Parish Ward. Polling Station used before. No Change	No Change
BBB1	Bersted Brooks No. 1	Bersted Brooks Ward of the Parish of Bersted	Bersted	Riverside Caravan Centre Shripney Road Bognor Regis PO22 9NE	178		No change	No change
BBB2	Bersted Brooks No. 2	Bersted Brooks Ward of the Parish of Bersted	Bersted	Bersted Green Learning Centre Hazel Road Bersted PO22 9DZ	1216		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BBG1	Orchard	Bersted	Bersted Green	Bersted Green Learning Centre Hazel Road Bersted PO22 9DZ	219		New Parish Ward. Polling Station used before. No Change	No Change
BBG2	Orchard	Bersted	Bersted Green	Bersted Green Learning Centre Hazel Road Bersted PO22 9DZ	361		New Parish Ward. Polling Station used before. No Change	No Change
BFEL1	Felpham East No. 1	Felpham East Ward of the Parish of Felpham	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	1814		No change	No change
BFELE2	Felpham East No. 2	Felpham East Ward of the Parish of Felpham	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	2752		No change	No change
BFELW1	Felpham West No. 1	Felpham West Ward of the Parish of Felpham	Felpham	St. Mary's Centre Off Grassmere Parade Felpham Road Felpham PO22 7NU	2087		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BFELW2	Felpham West No. 2	Felpham West Ward of the Parish of Felpham	Felpham	Downview Primary School Wroxham Way Felpham PO22 8ER	1969	Headteacher from Downview Primary School has concerns with respect to Polling Days fitting in with the School's timetable which includes statutory examinations in May.	I have accepted the Headteacher's request for May 2016 and will trial alternative premises at: <b>St Mary's Centre, Off Grassmere Parade, Felpham, PO22 7NU</b> . This was used for the Felpham Neighbourhood Plan Referendum on 2/7/14 and worked very well.	Trial St Mary's Centre for 2016
BHATH	Pevensey	Bognor Regis - Hatherleigh	Hatherleigh	Bognor Regis Youth Club, Westloats Lane Bognor Regis PO21 5JZ	346	PO feedback – small step at entrance, two people tripped. A new ramp is needed for the main access to the Polling Station. Would ADC be able to fund?	New Parish Ward. Polling Station used before. In light of feedback a site visit was scheduled to see what improvements could be made. Following this visit ADC will provide a temporary ramp for elections for disabled access at a different door.	No Change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BHOE	Hoe Lane	Hoe Lane Ward of the Parish of Yapton	Felpham	Methodist Church Hall Felpham Way Felpham PO22 8QL	89		No change	No change
BHOT1 Page 39 of 53	Bognor Regis Hotham No. 1	Hotham Ward of Bognor Regis Town	Bognor Regis	Laburnum Centre Lyon Street Bognor Regis PO21 1UX	1862	In winter the door is kept open as it should be. If an election occurs in cold weather it might be an idea to use the main entrance to the centre.	The Laburnum Centre was trialed for the May 2014 election. The arrangement worked well and it is proposed that this continues for future elections.  We will review access arrangements at individual elections.	Confirm as: Laburnum Centre Lyon Street Bognor Regis PO21 1UX
BHOT2	Bognor Regis Hotham No.2	Hotham Ward of Bognor Regis Town	Bognor Regis	John Parry Theatre University of Chichester Bognor Regis Campus Upper Bognor Road Bognor Regis PO21 1HR	2251		There is no ideal venue in this Polling District and we have tried a number of locations. The University campus remains the best option. The University has been accommodating to ensure whichever room is used has good accessibility.	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at May 2015	Comments from consultees	Returning Officer Comments May 2015	Recommendation
Page 40 of 53	Bognor Regis Marine No. 1	Marine Ward of Bognor Regis	Bognor Regis	St. Wilfrids Hall Ellasdale Road Bognor Regis PO21 2SG	1800		No change As St Wilfrids Hall is not always available for short notice bookings, we trialed at the Neighbourhood Plan Referendum on 22/10/15 the use of Bognor Yacht Club in Victoria Road South. This worked satisfactorily.  It is recommended that St Wilfrids Hall be used for all future elections when available and if not, Bognor Yacht Club.	No change
BMAR2	Bognor Regis Marine No. 2	Marine Ward of Bognor Regis	Bognor Regis	Methodist Church Hall High Street Bognor Regis PO21 1 <sup>ST</sup>	2061		No change	No change
BMARN	Marine	Bognor Regis Marine Ward North	Bognor Regis	Jeneses Arts Centre Linden Road Bognor Regis PO21 2AS	619		New Parish Ward. Polling Station used before. No Change	No Change



**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BORC1	Bognor Regis Orchard No. 1	Orchard Ward of Bognor Regis	Bognor Regis	Bognor Regis Youth Club Westloats Lane Bognor Regis PO21 5JZ	515		No change	No change
BORC2	Bognor Regis Orchard No. 2	Orchard Ward of Bognor Regis	Bognor Regis	South Bersted Church Hall Bersted Street Bognor Regis PO22 9QZ	1683		No change	No change
BORC3	Bognor Regis Orchard No. 3	Orchard Ward of the Town of Bognor Regis	Bognor Regis	Jeneses Community Arts Centre Linden Road Bognor Regis P021 2AS	1688		These premises have been used for 2 elections now and, based on a review of the right room to be used, work well as a Polling Station.	Confirm as: Jeneses Community Arts Centre
BPEV1	Bognor Regis Pevensey No. 1	Orchard Ward of Bognor Regis	Bognor Regis	Baptist Church Hall 73 Victoria Drive Bognor Regis PO21 2TD	1342		No change As the Baptist Hall was not available for the Neighbourhood Plan Referendum on 22/10/15 we used The Poynings in Victoria Drive. It is recommended that the Baptist Church Hall be used for all future elections when available and if not, the Poynings is used.	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BPEV2	Bognor Regis Pevensy No. 2	Pevensy Ward of Bognor Regis	Bognor Regis	The Arena Westloats Lane Bognor Regis PO21 5JD	2364		These premises have been used for 2 elections now and, based on a review of signage, work well as a Polling Station.	Confirm as: The Arena Westloats Lane Bognor Regis PO21 5JD
BMID1 Page 42 of 53	Middleton-on-Sea No. 1	Parish of Middleton-on-Sea	Middleton-on-Sea	Scout Headquarters Shrubbs Field Shrubbs Drive Middleton-on-Sea PO22 7SX	2066	The two Polling Stations a few hundred yards apart for Middleton meant voters went to the wrong station.	The Electoral Commission performance standard for the maximum number of electors per polling station is 2500. Each of these polling districts is at too high a level to allow this combination. The poll cards sent out confirm which Polling Station a voter should use.	No change
BMID2	Middleton-on-Sea No. 2	Parish of Middleton-on-Sea	Middleton-on-Sea	St Nicholas Church Hall Elmer Road Middleton-on-Sea PO22 6EH	2105	As above	As Above	No change
BNB1	North Bersted No. 1	Parish of Bersted	Bersted	Jubilee Hall Community Centre Chalcraft Lane Bersted PO21 5TU	2214		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BNB2	North Bersted No. 2	Parish of Bersted	Bersted	Bersted Park Community Centre Lakeland Avenue Bognor Regis PO21 5FF	2368	<p>In advance of polling day – concern about distance needed to travel without transport. Lack of signage so difficult to locate.</p> <p>On polling day – PO reported that there were numerous complaints made about the location of the station. A large number of people were having to pass a polling station nearer to where they lived to reach Bersted Park Community Centre.</p>	<p>All complaints were responded to in advance of the poll. In response to concerns, we sent out a map with directions to the Centre to all affected voters. The Contact Centre was given a route plan to respond to enquiries about the location both for walking and travelling by car. We also offered postal and proxy voting applications to those unable to travel. With the support of the developer, we arranged for additional signage along the route to the Centre and for construction vehicle activity to be minimal on the day of the poll</p> <p>We accept there was a high level of complaint about this location. However it was the only suitable alternative available at the time. A review will be undertaken of the existing polling districts to consider the best options for this polling district and those electors in BNB3.</p>	No change until future review completed

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BNB3	North Bersted No. 3	Bersted North Ward of the Parish of Bersted	Bersted	Holy Cross Church 330 Chichester Road North Bersted Bognor Regis PO21 5AU	350	The small room at the rear of Holy Cross Church was a poor choice with difficult access	New Parish Ward.  We intend to review arrangements for this polling district and BNB2 in view of feedback received.	No change until future review completed
BSHR	Bersted	North Bersted	Bersted	The Lavender Room Rear of Robin Hood Shripney Road Shripney PO22 9PA	273		No change	No change
BPAG1	Pagham No. 1	Parish of Pagham	Pagham	Pagham United Reformed Church Hall Pagham Road Pagham PO21 4NJ	2562	Pathway from public highway uneven reported by PO. Property Manager to investigate and arrange repair if necessary.	No change	No change
BPAG2	Pagham No. 2	Parish of Pagham	Pagham	Pagham Church Centre Nyetimber Lane Pagham PO21 3JT	2476		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BBEA1	Littlehampton Beach No. 1	Beach Ward of Littlehampton Town	Littlehampton	Interactive Room Littlehampton Swimming & Sports Centre [LSSC] Sea Road Littlehampton BN16 2NA	2333		The Interactive Room has been assessed as a suitable alternate and was trialled for May 2015 successfully.	No change
BBEA2	Littlehampton Beach No. 2	Beach Ward of Littlehampton Town	Littlehampton	Parkside Evangelical Church Hall St. Floras Road Littlehampton BN17 6BD	1507		No change	No change
BBRO1	Littlehampton Brookfield No. 1	Brookfield Ward of Littlehampton Town	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	934		No change	No change
BBRO2	Littlehampton Brookfield No. 2	Brookfield Ward of Littlehampton Town	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	2055		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at May 2015	Comments from consultees	Returning Officer Comments May 2015	Recommendation
BBRO3	Littlehampton Brookfield No. 3	Brookfield Ward of the Town of Littlehampton	Littlehampton	Summerlea Primary School Windsor Drive Rustington BN16 3SW	1043	Headteacher from Summerlea School has concerns with respect to Polling Days fitting in with the School's timetable.	As this is not available for use in May 2016 an alternative site will be trialled at: <b>The Loft, Body Shop, Watersmead, Littlehampton, BN17 6LS.</b>	Review use of Summerlea School as a polling station following trial.
BCO	Littlehampton Brookfield	Brookfield Ward of the Town of Littlehampton	Littlehampton	The Body Shop Trading Post Watersmead Littlehampton BN17 6LS	249		New Parish Ward. Polling Station used before. No Change	No Change
BCW	Courtwick with Toddington	Coutwick with Toddington Littlehampton	Littlehampton	Wick Church Hall All Saints Wick Street Littlehampton BN17 7JJ	2375	PO feedback – Small step at front door so wheelchairs found it difficult to enter.	New Parish Ward. A Site Visit investigated if improvements were required. It was suggested that as there was a step up into the foyer a ramp should be made. The hall stated that they are looking into having a cement slope made but do not have the funds at the moment.  A temporary ramp to be made for use at election times.	No Change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BCWT2	Courtwick with Toddington	Courtwick with Toddington Littlehampton	Littlehampton	Six Bells Public House Lyminster Road Littlehampton BN17 7PS	598		New Parish Ward. Polling Station used before. No Change	No Change
BELM	Brookfield	Littlehampton – Elm Grove	Littlehampton	Southfields Jubilee Centre Southfields Road Littlehampton BN17 6AF	471	Given change to wards for Littlehampton Town Council the sole Polling Station for BELM Polling District and Parish Ward is outside of Ward but still combined with two stations for Brookfield Ward.	New Parish Ward. Polling Station used before.  This is the only suitable premises in the locality.	No Change
BHAM1	Littlehampton Ham No. 1	Ham Ward of Littlehampton Town	Littlehampton	St James Church Hall East Ham Road Littlehampton BN17 7AW	897	Feedback from Member of Public – not happy with 30 minute walk to East Ham Road as moved from Funtington House in Eldon Way which was 2 minutes away.	No other adverse feedback received. We will continue to monitor feedback.	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BHAM2	Littlehampton Ham No. 2	Ham Ward of Littlehampton Town	Littlehampton	The Keystone Centre Eldon Way Littlehampton BN17 7HE	2020	Not central to both wards.	The Premises have been updated and now work well as a Polling Station. We will continue to monitor feedback.	No change
BRIV2	Littlehampton River No. 1	River Ward of Littlehampton Town	Littlehampton	St Catherine's Church Hall Beach Road Littlehampton BN17 5JH	2494		No Change	No change
BRIV3	Littlehampton River No. 2	River Ward of Littlehampton Town	Littlehampton	Flintstone Centre East Street Littlehampton BN17 6AW	1619		No change	No change
BRIV3A	Littlehampton River No. 3	River Ward of the Town of Littlehampton	Littlehampton	St James Parochial Church Hall East Ham Road Littlehampton BN17 7AN	1138		New Parish Ward. Polling Station used before. No Change	No Change
BWICK	River	River Ward of the Town of Littlehampton	Littlehampton	Wick Church Hall All Saints Wick Street Littlehampton BN17 7JJ	1654		New Parish Ward. Polling Station used before. No Change	No Change



**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
BYAP	Yapton	Yapton Village Ward of the Parish of Yapton	Yapton	Yapton and Ford Village Hall Main Road Yapton BN18 0ET	2759		No change	No change
BFOR	Ford	Parish of Ford	Yapton	Yapton and Ford Village Hall Main Road Yapton BN18 0ET	868	Combining Yapton & Ford was a factor in long queues that formed at busy times. Not convenient for Ford voters.	We will continue to monitor feedback as no adverse comments previously on what is an excellent premises.	No change
BCLI	Climping	Parish of Climping	Climping	St Mary at Climping Church Hall Climping BN17 5RB	731	Lip of entrance door to the hall is difficult for wheelchairs to get over. There is a ramp which can be put in place but when election staff are in the building it is not immediately obvious that a disabled person is struggling to enter the building.	There was an incident at these premises due to this lip. A full investigation was undertaken by the Health and Safety Officer and permanent remedial works have been completed by the Hall Owners.	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
WEP1	East Preston No. 1	Parish of East Preston	East Preston	The Warren Room East Preston Village Hall Sea Road East Preston BN16 1LP	2625	Disabled Friendly	No change	No change
WEP2	East Preston No. 2	Parish of East Preston	East Preston	East Preston Children and Family Centre St Mary's Drive East Preston BN16 1JB	2453	Disabled Friendly	No change	No change
WKIN	Kingston	Parish of Kingston	East Preston	East Preston Children and Family Centre St Mary's Drive East Preston BN16 1JB	560	Disabled Friendly	No change	No change
WWP	West Preston	West Preston Ward of the Parish of Rustington	Rustington	The Booker Hall Rustington Nursing Home Station Road Rustington BN16 3AY	462		No change	No change
WFER1	Ferring No. 1	Parish of Ferring	Ferring	Glebelands Community Centre Greystoke Road Ferring BN12 5JL	1652		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
WFER2	Ferring No. 2	Parish of Ferring	Ferring	Glebelands Community Centre Greystoke Road Ferring BN12 5JL	2391		No change	No change
WRUSE1	Rustington East No. 1	Rustington East Ward of the Parish of Rustington	Rustington	St Joseph's Church Hall Station Road Rustington	2507	Concern was expressed that there was a lack of parking available, with elderly patients attending the GP surgery, there would be more people trying to cross the busy Station Road with a greater risk of accidents. Also complaint with respect to distance to travel to vote.	We have explored all the options in this locality and this is the only available suitable premises to serve this polling district. We accept it is further away than the former site at the WRVS which was ideal. There is no suitable alternative in the Zachary Merton area from all the investigations we have carried out. We will continue to keep the area under review.	No change but continue to monitor alternatives
WRUSE2	Rustington East No. 2	Rustington East Ward of the Parish of Rustington	Rustington	Georgian Gardens CP School Guildford Road Rustington BN16 3JB	2051		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
 [Review from May 2015 – shaded boxes are for further consideration]

Polling District Letters	Name of Polling District	Description of Polling District	Polling Place	Current Polling Station	Electorate at May 2015	Comments from consultees	Returning Officer Comments May 2015	Recommendation
WRUSWN	Rustington West	Rustington North	Rustington	Summerlea Primary School Windsor Drive Parklands Rustington BN16 3SW	1474	Headteacher from Summerlea School has concerns with respect to Polling Days fitting in with the School's timetable.	New Parish Ward. As this is not available for use in May 2016 an alternative site will be trialed at: <b>The Woodlands Centre, 34 Woodlands Avenue, Rustington, BN16 3HB.</b>	Review use of Summerlea School as a Polling Station following trial.
WRUSW1	Rustington West No. 1	Rustington West Ward of the Parish of Rustington	Rustington	Methodist Church Hall Claigmar Road Rustington BN16 2NL	1107	Methodist Hall was quiet but St Andrews Church Hall 15 mins away had queues. Can something be done about voting in Rustington?	St Andrews Church Hall serves a different ward. The Methodist Church Hall has a smaller electorate which is why it was less busy.  This hall is too small to accommodate a second polling station with the electorate size of WRVSE1.	No change
WRUSW2	Rustington West No. 2	Rustington West Ward of the Parish of Rustington	Rustington	St. Andrews Church Hall Holmes Lane Rustington BN16 2PY	2243		No change	No change

**ARUN DISTRICT COUNCIL**  
**SCHEDULE OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**  
[Review from May 2015 – shaded boxes are for further consideration]

<b>Polling District Letters</b>	<b>Name of Polling District</b>	<b>Description of Polling District</b>	<b>Polling Place</b>	<b>Current Polling Station</b>	<b>Electorate at May 2015</b>	<b>Comments from consultees</b>	<b>Returning Officer Comments May 2015</b>	<b>Recommendation</b>
WRUSW3	Rustington West No. 3	Rustington West Ward of the Parish of Rustington	Rustington	The Woodlands Centre Woodlands Avenue Rustington BN16 3HB	1926		No change	No change