



15 November 2017

Committee Manager: Erica Keegan (Ext 37547)

ELECTORAL REVIEW SUB COMMITTEE

A meeting of the Electoral Review Sub-Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday, 28 November 2017 at 6.00 pm** and you are requested to attend.

Members: Councillors Gammon (Chairman), Wotherspoon [Vice-Chairman], Bower, Chapman, Charles, Elkins, Haymes and Purchase.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

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

3. MINUTES

To approve as a correct record the Minutes of the meeting held on 11 October 2016 (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. *COMMUNITY GOVERNANCE REVIEW - FELPHAM AND YAPTON

The Council has received a request to carry out a Community Governance Review of parish boundaries that affect Felpham and Yapton Parish Councils. The report recommends that a Community Governance Review is undertaken and completed to ensure that if there are any proposed changes to parish boundaries they can be implemented by early 2019.

6. *COMMUNITY GOVERNANCE REVIEW - BARNHAM AND EASTERGATE

The Council has received a request to carry out a Community Governance Review of Barnham and Eastergate Parish Councils. The report recommends that a Community Governance Review is undertaken and completed to ensure that any proposed changes can be implemented by early in 2019.

7. *REVIEW OF THE TERMS OF REFERENCE FOR THE ELECTORAL REVIEW SUB-COMMITTEE

The Council's Constitution is undergoing a major review led by the Constitution Working Party. The section currently under review is Part 3, Responsibility for Functions, which sets out the terms of reference for Committees, Sub-Committees and Panels. This report seeks Members' views on re-drafted terms of reference for this Sub-Committee.

8. PROPOSALS FOR PARLIAMENTARY CONSTITUENCY BOUNDARIES

Following the report that was presented to the last meeting of the Committee, the Group Head of Policy and Deputy Returning Officer will update the Committee on Parliamentary Constituency Boundaries in the Arun District.

9. *REVIEW OF THE WEST SUSSEX COUNTY COUNCIL ELECTION ON 4 MAY 2017 AND PARLIAMENTARY ELECTION HELD ON 8 JUNE 2017.

This report reviews the arrangements for the County Council Elections on 4 May 2017 and Parliamentary Election held on 8 June 2017.

(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).

(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

11 October 2016 at 6.00 pm

Present:- Councillors Gammon (Chairman), Charles (Vice-Chairman), Bower, Brooks and Chapman.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Brown and Purchase.

2. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions of the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a Member declares a "Prejudicial Interest" this will, in the interest of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

There were no Declarations of Interest made.

3. MINUTES

The Minutes of the meeting held on 17 December 2015 were approved by the Sub-Committee as a correct record and signed by the Chairman.

Subject to approval at the next meeting

4. START TIMES

The Sub-Committee

RESOLVED

That its start times for meetings during the remainder of 2016/2017 be 6.00 pm.

5. ELECTORAL REGISTRATION - UPDATE

The Head of Democratic Services presented a report from the Chief Executive and Electoral Registration Officer (ERO) setting out the significant changes that had been made to the electoral registration process since 2014 with the introduction of Individual Electoral Registration (IER). The report highlighted a number of issues and it reviewed the impact of the two polls held in 2016 on the electoral register. The Sub-Committee was also updated on arrangements for the 2016 annual canvass.

The introduction of IER had presented five significant issues for the electoral services team to overcome, these were:

- Understanding of the registration process
- 'Carry Forward' Electors
- Further changing legislation
- Cabinet Office funding
- Resourcing levels

Each of these issues was explained in more detail by the Head of Democratic Services at the meeting.

Looking at the Electoral Register, the Sub-Committee was advised that there had been a 4% increase to electorate levels as a result of the EU Referendum. The impact in managing two major polls in such a short timeframe had been a major burden for the team in terms of the registration deadline for the Referendum being extended and the high public interest in this poll. This had resulted in a significant interest in absent voting and those applying for proxy votes.

The Sub-Committee was advised that the Annual Canvass for 2016 was underway ahead of publishing a revised register on 1 December 2016. To date the response rate was sitting at just under 80% at 79.94% which was good news for this stage of the canvass. In comparison to last year, this showed an 8% increase in responses at both the first and final reminder stage and equated to a £9k saving on postage costs. By using canvassers visiting properties that had failed to respond at the second reminder stage it was hoped that an 90% response rate could be achieved.

Subject to approval at the next meeting

Having been asked to comment on the report, the Chief Executive and ERO wished to have placed on record his thanks to the Head of Democratic Services and her team for the hard work undertaken in ensuring that the two elections held had been well managed and had run with few complaints received.

The Chairman responded stating that he too, on behalf of the Sub-Committee, wished to congratulate the Democratic Services team for managing two successful polls and he requested that these messages of thanks be passed onto the rest of the team.

In discussing the report, several questions were asked. The first related to the change in the computer system used for IER and in view of the problems that had been experienced with the old system. The Head of Democratic Services outlined the change that had been made to suppliers and that this was enabling the team to bring in streamlined processes.

A question was asked relating to how EU Electors would be dealt with post Brexit. The Head of Democratic Services outlined that no instruction had as yet been provided. Finally, reference was made to the Parish Poll held in Bognor Regis in April 2016 and whether any changes had been made to the legislation in place for requesting such polls. The Head of Democratic Services confirmed that the legislation for Parish Polls dated back to 1987 and that although a review had been ongoing for a while now nothing had yet been confirmed.

The Sub-Committee then noted the contents of the report and the updates provided at the meeting.

6. ELECTORAL REVIEW OF WEST SUSSEX COUNTY COUNCIL – FINAL RECOMMENDATIONS

The Sub-Committee received a report from the Head of Democratic Services which advised that the Local Government Boundary Commission for England (LGBCE) had concluded its review of the electoral arrangements for West Sussex County Council and had published its final recommendations.

The final recommendations had confirmed the Commission's draft recommendations for the 13 electoral divisions in the Arun District in all but one area. These illustrated that:

- Arundel & Wick – had been renamed to Arundel & Courtwick and retained an area to the south of the A259 with Littlehampton town rather than this being moved into Arundel & Courtwick
- Bersted – a change had been made to the southern boundary to follow the boundary of Pevensy and Marine wards
- Bognor Regis West & Aldwick – a change had been made to the north eastern boundary to follow the boundary of Pevensy and Marine wards

Subject to approval at the next meeting

- Littlehampton Town – a change had been made retaining the area to the south of the A259 as referred to above in Arundel & Courtwick

The report also recommended consequential changes to the parish wards of Bognor Regis and Littlehampton.

The final stage of the review process was for the LGBCE to seek approval to their recommendations by Parliament through a draft Order. This would allow the new electoral arrangements to be in place for the forthcoming West Sussex County Council Elections in May 2017. The implementation of the consequential parish warding arrangements would not come into effect until the next planned Parish Elections in May 2019.

Having noted the final recommendations made, the Sub-Committee was advised that the electoral register would be reviewed to update the changes ahead of its next publication on 1 December 2016.

7. INITIAL PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES

The Sub-Committee received a report from the Head of Democratic Services outlining the initial proposals as published by the Boundary Commission for England for new Parliamentary constituencies in England.

As these proposals affected three constituencies within the Arun District, the Sub-Committee was asked if it wished to consider making any form of representation to the Commission on their proposals and by the deadline date of 5 December 2016.

The Head of Democratic Services explained that the impact on the Arun District as a result of the initial proposals was very small. The changes for the area were:

- The Barnham District Ward would move from the Arundel & South Downs constituency into the Bognor Regis & Littlehampton constituency affecting the polling districts of AALD, ABAR and AEAS; and
- The AANGS polling district would move from the Arundel & South Downs constituency into the Worthing West constituency.

In discussing the proposals, the main observation made by the Sub-Committee was that this meant that the Bognor Regis & Littlehampton constituency was now at the top-end in terms of electorate numbers. This was because the review had been undertaken based on electoral data from 1 December 2015 and did not take into account projections for future development in the area which could take this constituency over the maximum electorate number of 78,507. The Head of Democratic Services outlined that she had queried this issue with the Commission and had been advised that this approach was based on statute and could therefore not be changed.

Subject to approval at the next meeting

In discussing this further and having heard that the Council's three Members of Parliament were content with the proposals, the Sub-Committee's view was that a response should be sent to the Boundary Commission confirming that the Council supported these initial recommendations.

Finally, a comment was made on the lack of detail in the maps provided by the Commission and the Head of Democratic Services was asked if any formal representation had been made about this. She confirmed that the Commission did not provide any further information or data than the maps available from their web site.

The Sub-Committee

RESOLVED

That a formal representation confirming that the Council supported the initial recommendations for the new Parliamentary Constituency Boundaries be made by the Head of Democratic Services by the deadline of 5 December 2016.

8. FUTURE MEETING DATES

The Sub-Committee noted its next meeting date as 31 January 2017.

(The meeting concluded at 6.40 pm)

AGENDA ITEM NO.5ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE
28 NOVEMBER 2017

Decision Paper

Subject : Community Governance Review – Felpham and Yapton

Report by : Group Head of Policy

Report date: November 2017

EXECUTIVE SUMMARY

The Council has received a request to carry out a Community Governance Review of parish boundaries that affect Felpham and Yapton Parish Councils. The report recommends that a Community Governance Review is undertaken and completed to ensure that if there are any proposed changes to parish boundaries they can be implemented by early 2019.

RECOMMENDATIONS

It is recommended that:

- (1) a Community Governance Review to look at the request from Felpham Parish Council to consider altering the Felpham/Yapton Parish boundary is undertaken; and
- (2) a report is made to the Full Council meeting with the terms of reference for the review, the method of how the review will be carried out, and the timetable.

1.0 INTRODUCTION

- 1.1 The Council has received a request to carry out a Community Governance Review in relation to the boundary between Felpham and Yapton Parish Councils. The letter requesting the review is attached at Appendix 1.
- 1.2 It is proposed that Arun District Council agrees to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and

Public Involvement in Health Act 2007, to consider the request from Felpham Parish Council.

1.3 Felpham Parish Council have consulted with Yapton Parish Council and both councils are in support of this change, resulting from the fact that approximately 97% of the new development at Blakes Mead falls within Felpham Parish. The boundary change would transfer the proposed school site and senior football pitch and pavilion from Yapton to Felpham.

2.0. WHAT IS A COMMUNITY GOVERNANCE REVIEW?

2.1 A Community Governance Review can consider a number of issues, including:

- Whether to create a new parish
- Whether to alter the boundary or an existing parish
- Whether to group a number of parishes together in a grouped parish council

2.2 The Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

2.3 In doing so the Community Governance Review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

2.4 Arun District Council is responsible for undertaking any Community Governance Review within its electoral area at its own cost. The Council will need to approve the final recommendations before a Community Governance Order is made.

3.0 NEXT STEPS

3.1 The Council has to formally decide whether to carry out a Community Governance Review. As both parishes concerned are in support of this change, officers believe that we should carry out such a review.

3.2 A Community Governance Review must, by statute, be concluded within a twelve-month period from the day on which the terms of reference are agreed.

3.2 The proposal is that a report including the full terms of reference for the review, method of carrying out the review, indicative costs and timescales is presented to the Full Council.



CLERK TO THE COUNCIL
Richard Wickens
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West Sussex PO22 7NU

Tel: 01243 827470
email: clerk@felphampc.gov.uk

Jackie Follis
Group Head of Policy
Arun District Council
Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

27th April 2017

Dear Jackie,

RE: POSSIBLE CHANGE TO PARISH BOUNDARY BETWEEN FELPHAM AND YAPTON.

Further to previous correspondence relating to the above, with Yapton Parish Council and Paul Askew at ADC (now Jackie Follis as Paul left employ of ADC on 31st March 2017), please find attached a map showing the proposed change. This is marked in red on the map.

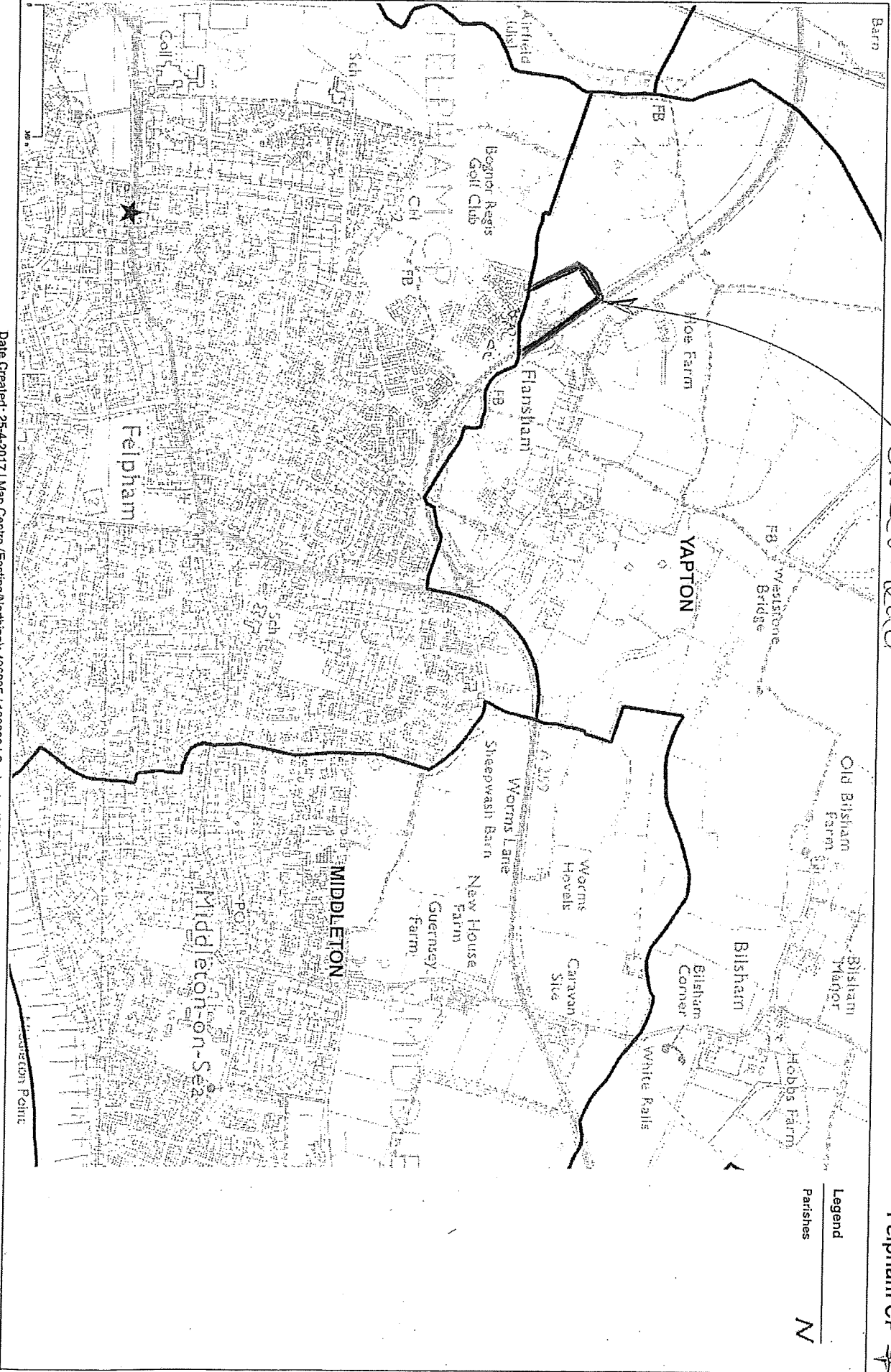
I would be grateful for your comments on this, in the first instance.

Yours sincerely,

p.p. to Alderton

Richard Wickens
Clerk to the Council

*Sports Pitch
+ School Site
Bicker's mead*
Boundaries



Date Created: 25-4-2017 | Map Centre (Easting/Northing): 498285 / 100992 | Scale: 1:143891 | © Crown copyright and database right. All rights reserved (100053230) 2017 © Contains Ordnance Survey Data : Crown copyright and database right 2017

Clerk of the Council
Andrew Gardiner

38 Ruskin Avenue
North Bersted
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**Yapton
Parish
Council**
11th May 2017

Email clerk@yaptonpc.gov.uk
Website www.yaptonpc.gov.uk

Telephone
01243 859141

Dear Richard,

Request from Felpham Parish Council for supporting Boundary Changes with Yapton

I refer to your recent e-mails and letter dated 27th April regarding the above matter.

The Parish Council considered the matter at its meeting on Monday 8th May 2017 and the following is a copy of the draft minute reflecting its decision to support the boundary change proposal.


Minute 69 - Request from Felpham Parish Council for supporting Boundary Changes with Yapton

The Council considered a request from Felpham Parish Council concerning recent contact which has been made with Arun District Council with regard to the possibility of a slight change to the Parish Boundary between Felpham and Yapton. Felpham Parish Council has stated that the reason for this request is that approximately 97% of the new development at Blake's Mead falls within Felpham Parish. The areas of the development that include the proposed school site and the senior football pitch and pavilion lie within Yapton. In this respect planning applications made by the developers to ADC go to two different Parishes. All the residential areas are in Felpham and hence the request to consolidate the whole development within one Parish. *(Copies of the letter and a map of the area are attached to the agenda)*

Resolved: The Council resolved to agree to the request from Felpham Parish Council for a slight change to the Parish Boundary between Felpham and Yapton, resulting from the fact that approximately 97% of the new development at Blake's Mead falls within Felpham Parish, so that the areas of the development that include the proposed school site and the senior football pitch and pavilion be transferred from Yapton into Felpham.

I hope this enables the matter to proceed.

Yours sincerely,


Andrew Gardiner
Clerk of the Council



Richard Wickens,
Clerk of the Council,
Felpham Parish Council
St Mary's Centre,
Felpham, Bognor Regis,
West Sussex, PO22 7NU

AGENDA ITEM NO.6ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE
28 NOVEMBER 2017

Decision Paper

Subject : Community Governance Review – Barnham and Eastergate

Report by : Group Head of Policy

Report date: November 2017

EXECUTIVE SUMMARY

The Council has received a request to carry out a Community Governance Review of Barnham and Eastergate Parish Councils. The report recommends that a Community Governance Review is undertaken and completed to ensure that any proposed changes can be implemented by early in 2019.

RECOMMENDATIONS

It is recommended that:

- (1) a Community Governance Review to look at the request from Barnham & Eastergate Parish Councils to combine the two Parish Councils is undertaken; and
- (2) a report is made to the Full Council meeting with the terms of reference for the review, the method of how the review will be carried out, and the timetable.

1.0 INTRODUCTION

- 1.1 The Council has received a request to carry out a Community Governance Review in relation to the merger of Barnham and Eastergate parish councils – without any other boundary changes. The letter requesting the review is attached at Appendix 1.
- 1.2 It is proposed that Arun District Council agrees to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the request from Barnham and Eastergate Parish Councils.

1.3 Barnham and Eastergate Parish Councils have submitted a joint request to merge the two Parish Councils in order to provide improvements to community engagement and local democracy, more effective and convenient delivery of local services, and to resolve some anomalies around post codes and parishes following the creation of new housing developments.

1.4 Since submitting the original request both Parish Councils have informed us that it is proposed to have 13 Parish Councillors to cover the new combined Parish of Barnham and Eastergate. Currently there are 8 Councillors for Barnham and 9 Councillors for Eastergate.

2.0. WHAT IS A COMMUNITY GOVERNANCE REVIEW?

2.1 A Community Governance Review can consider a number of issues, including:

- Whether to create a new parish
- Whether to alter the boundary of an existing parish
- Whether to group a number of parishes together in a grouped parish council

2.2 The Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

2.3 In doing so the Community Governance Review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

2.4 Arun District Council is responsible for undertaking any Community Governance Review within its electoral area at its own cost. The Council will need to approve the final recommendations before a Community Governance Order is made.

3.0 NEXT STEPS

3.1 The Council has to formally decide whether to carry out a Community Governance Review. As both parishes concerned are in support of this merger, officers believe that we should carry out such a review.

3.2 A Community Governance Review must, by statute, be concluded within a twelve-month period from the day on which the terms of reference are agreed.

3.2 The proposal is that a report including the full terms of reference for the review, method of carrying out the review, indicative costs and timescales is presented to the Full Council.



Eastergate Parish Council



22nd October 2017

For the attention of:

Jackie Follis, Group Head of Policy

Dear Jackie

**Barnham and Eastergate Parishes – Request for a Community Governance Review
Your email dated 10th October 2017**

Thank you for your email. Nigel did explain the process to us and this letter contains our proposals for consideration by you and the Electoral Review Sub-Committee at the end of November. We note the length of this process and that there are potentially two timetables:

- Assuming the review starts next month and proceeds through all its stages without surprises it should complete by the end of 2018 and the merger implemented before the 2019 District Council Elections.
- The review is delayed and therefore takes place after the 2019 District Council Elections which suggest merger in 2020.

We would like to attempt to complete the review by the end of 2018 and our proposals in summary are:

- To merge Barnham and Eastergate Parish Councils without any boundary changes
- The new council to be called Barnham and Eastergate Parish

Our judgement is that there would be support for merger and that it is likely to lead to:

- Improvements in community engagement, better local democracy and result in more effective and convenient delivery of local services.
- Getting more local people to stand for election to the parish council.
- Resolution of the anomaly caused by housing developments since the 1970s whereby Barnham residential properties and Barnham Village Centre is in Eastergate Parish.

Both Barnham and Eastergate Parish Council have resolved to pursue merger and we have discussed the matter with both clerks.

The following pages of this letter describes the rationale for merger in more detail and with supporting evidence.

Background

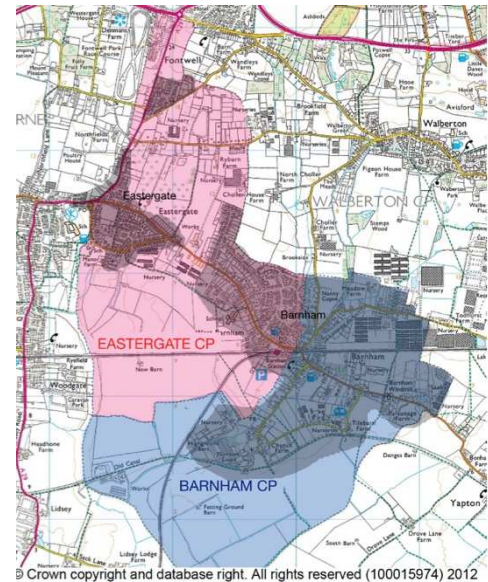
The suggestion to merge the parishes of Barnham and Eastergate was first raised by candidates standing in the Eastergate Parish Council contested election of 2012. Once elected it was resolved by both parish councils to work collaboratively. This collaboration has proved very successful and the most notable examples are:-

- Development of the joint Barnham and Eastergate Neighbourhood Plan (NP) which was supported in the NP Referendum (36% turnout, 95% voted to support) and made in July 2014.
- Seven joint community newsletters. Typical of the introductory language in these newsletters is:

There are too few resources, volunteer time and money for Parishes to operate within historic boundaries that no longer reflect the communities and settlements that they once represented.

Whilst recognising that Eastergate and Barnham villages each have individually strong historic and cultural identities, which are important to preserve, the two Parishes have been holding joint meetings to combine resources, funds and skills on key projects that are important to both parishes.

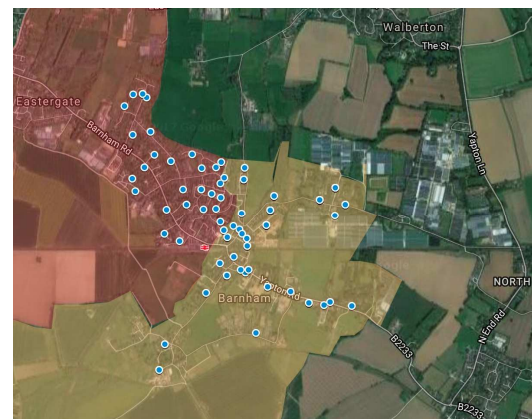
- In 2016 we held a joint Parish Meeting



Anomalous Parish Boundaries

In 2012, as part of Barnham and Eastergate Neighbourhood Plan (BENP) consultation, we conducted a survey that included respondents being asked to give their post code and then to state which Parish that they were in. The inset map shows post codes of residents that responded that they were in Barnham Parish.

More detailed analysis of the data showed that of the 389 responses received (14% response rate) 73% of those with Barnham Village post codes but who were in Eastergate Parish got their Parish wrong.



Merged Parish Size

Barnham and Eastergate Parishes are relatively small as shown inset.

After merger the new parish would be the 11th largest in the District based on number of residents and 14th based on area.

Whilst there is no detail master-plan for the BEW Strategic Development yet we estimate that 70% of the development will be in Barnham and Eastergate Parishes. This would potentially move the new Parish to circa 8th largest in the District.

This would appear to us to be a sensibly sized parish both for the current population and the likely population in 15 to 20 years.

english parish / welsh community	All usual residents	Area (Hectares)
E04009867 : Littlehampton	27,795	1,006.95
E04009855 : Bognor Regis	24,064	440.58
E04009874 : Rustington	13,883	372.46
E04009850 : Aldwick	11,282	382.88
E04009861 : Felpham	9,746	387.01
E04009854 : Bersted	8,496	712.70
E04009851 : Angmering	7,614	1,781.79
E04009871 : Paghham	5,941	988.09
E04012046 : East Preston	5,938	199.60
E04009870 : Middleton-on-Sea	5,077	354.19
E04009862 : Ferring	4,480	381.58
E04009849 : Aldingbourne	3,819	1,252.81
E04009879 : Yapton	3,571	790.60
E04009852 : Arundel	3,475	1,214.35
E04009859 : Eastergate	3,417	370.42
E04009877 : Walberton	2,174	1,044.18
E04009863 : Findon	2,023	1,614.41
E04009864 : Ford	1,690	407.69
E04009853 : Barnham	1,391	373.28
E04009858 : Climping	771	634.99
E04012047 : Kingston	625	171.85
E04009875 : Slindon	595	1,286.10
E04009868 : Lyminster and Crossbush	369	581.26
E04009857 : Clapham	275	515.12
E04009872 : Patching	259	846.12
E04009873 : Poling	174	320.20
E04009878 : Warningcamp	156	376.04
E04009865 : Houghton	153	1,259.41
E04009856 : Burpham	145	1,238.20
E04009869 : Madehurst	120	765.96

Foreseeable Challenges

Community response to consultation and referendum

We don't believe that a merger would be controversial albeit there will no doubt be those against. Our judgement is that most those against would come from Eastergate Village. The Eastergate Village settlement is part in Eastergate Parish and part in Aldingbourne Parish.

Community Assets, Village Halls and Playing Fields

There are differences between the two parishes which may lead to some technical challenges but we do not believe that these are insurmountable. Of note are the way in which the Village Halls are operated:

- BPC has a modern Community Centre and a Public Works Loan of some £500k. The Barnham Community Centre is operated by a charity which after four years of operation is making a surplus and thereby contributing to the BPC Public Works Loan.
- EPC has dated facilities which are unencumbered by any debt but require annual revenue subsidies. There is a substantial legacy of overdue maintenance and a need for modernisation. EPC has built up cash reserves to fund this work. The EPC Parish Hall is operated within a charity which is currently being revitalised and a programme to improve the revenue from the Hall is underway.

Precept

The average precept per dwelling is currently £75 for BPC and £37 for EPC. This would suggest that the precept will rise for current Eastergate residents by £10/house/year and fall for Barnham residents by £26/house/year. However, given the number of houses being built, particularly in Barnham Parish, it is unlikely that the calculation will be this simple. If merger is approved it will be an important technical issue to be worked through but we do not believe that it is insurmountable or sufficient to stop merger.

We look forward to your comments and follow-up questions.

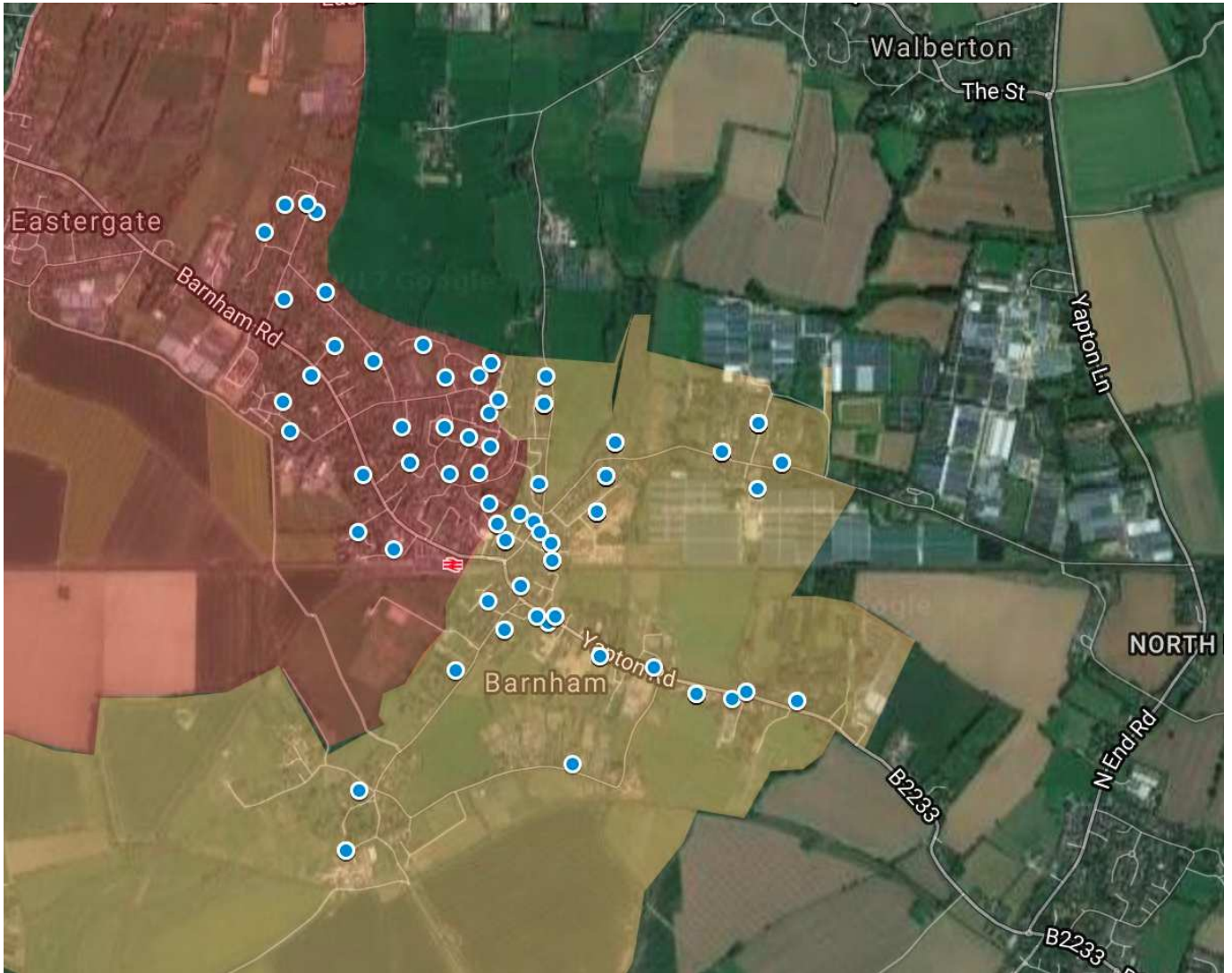
Yours sincerely

Chris. J Allington
Chair Eastergate Parish Council
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Keith Ballard
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Cc Garry Sleet, Clerk Eastergate Parish Council
Alison Crabb, Clerk Barnham Parish Council
Nigel Lynn, Chief Executive Arun District Council

Anomalous Parish Boundaries



AGENDA ITEM NO.7**ARUN DISTRICT COUNCIL****REPORT TO THE ELECTORAL REVIEW SUB-COMMITTEE
28 NOVEMBER 2017**

SUBJECT:	Review of the Terms of Reference for the Electoral Review Sub-Committee
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REPORT AUTHOR:	Jackie Follis – Group Head of Policy
DATE:	13 November 2017
EXTN:	01903 737580

EXECUTIVE SUMMARY:

The Council's Constitution is undergoing a major review led by the Constitution Working Party. The section currently under review is Part 3, Responsibility for Functions, which sets out the terms of reference for Committees, Sub-Committees and Panels. This report seeks Members' views on re-drafted terms of reference for this Sub-Committee.

RECOMMENDATIONS:

The Committee is asked to recommend to Full Council that:

1. the revised terms of reference for the Electoral Review Sub-Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
2. the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

1.0 BACKGROUND

- 1.1 The Council has been receiving regular reports over the last eight months on the review of the Constitution being led by the Constitution Working Party. The current section under review is Part 3, Responsibility for Functions, which set outs the terms of reference of Committees, Sub-Committees and Panels. The aim has been for any revisions to create simplicity and ease of reading based on best practice used elsewhere.
- 1.2 The Chairman and Vice-Chairman of the Sub-Committee were consulted in the early stages of this review as requested by the Constitution Working Party.

2.0 PROPOSALS

- 2.1 This review has provided the opportunity to reflect on the current practices of the Committee. Appendix 1 sets out a revised Terms of Reference for the Electoral Review Sub-Committee based on the template agreed by the Constitution Working Party. As requested by this Working Party, it aims to simplify the existing arrangements yet still highlight the full functions of the Sub-Committee.
- 2.2 Appendix 2 is an extract of the existing wording in the Constitution.
- 2.3 The Sub-Committee's views are welcomed.

3.0 OPTIONS:

1. To support the revised terms of reference.
2. To not support the revisions and propose alternative arrangements.

4.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> • Chairman and Vice-Chairman of the Committee 	✓	

5.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)	YES	NO
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

6.0 IMPLICATIONS:

None

7.0 REASON FOR THE DECISION:

The Council needs to ensure it has adequate and transparent governance arrangements in place for its Committees, Sub-Committees and Panels.

8.0 BACKGROUND PAPERS:

Council's Constitution <https://www.arun.gov.uk/constitution>

Proposed Changes to Part 3 – Responsibility for Functions V1 261017

Replace existing section 5.3 with the table below

Committee/Panel and Membership	Functions	Delegations of Functions
<p>Electoral Review Sub-Committee</p> <p>8 Members of the Council</p>	<ol style="list-style-type: none"> 1. To review and consider electoral matters and make recommendations to the Returning Officer/Electoral Registration Officer and/or the Council as appropriate. 2. To consider and recommend to the Council proposals by the Chief Executive/Returning Officer for polling districts and polling places within the Arun District as required by the Review of Polling Districts and Polling Places [Parliamentary Elections] Regulations 2006. 3. To consider reports from the Chief Executive/Returning Officer on the ongoing review of polling stations, as required. 4. To consider reports from the Returning Officer on reviews of elections held and registration matters, as required including the Self-Assessment reports required by the Electoral Commission. 5. To consider and recommend to the Council any proposals for an electoral review of Arun District Council. 6. To review and recommend to the Council any proposals from the Local Government Boundary Commission for England on electoral reviews of Arun District Council, West Sussex County Council and the Town/Parish Councils within the Arun District. 7. <u>To review and submit comments on behalf of the Council on any proposals from the Boundary Commission for England on a review of Parliamentary constituency boundaries affecting the Arun District.</u> 8. To undertake community governance reviews in accordance with the Local Government and Public Involvement in Health Act 2007 and recommend any proposals for change to the Council. 9. To consider and agree a response to consultation documents on electoral matters. 	<p>See Part 4 – Officer Scheme of Delegation</p>

Suggest

- (1) ~~deleting final section as self assessment works differently now~~
- (2) Adding new para covering parliamentary reviews
- (3) ~~Removed reference to “Members based on ensuring that all political groups on the Council are represented” as this has not been custom and practice for some time as the Sub-Committee works to the requirements of political balance.~~

Electoral Sub Committee – Existing Terms of Reference

Appendix 2

PART 3 – RESPONSIBILITY FOR FUNCTIONS**Constitution - ISSUE 8 – October 2017****5.3 Electoral Review Sub-Committee**

The Electoral Review Sub-Committee reports to Full Council and will meet on an ad hoc basis as required.

It consists of eight Members based on ensuring that all political groups on the Council are represented.

The functions of the Electoral Review Sub-Committee are:

- 5.3.1 To review and consider electoral matters and make recommendations to the Returning Officer/Electoral Registration Officer and/or the Council as appropriate.
- 5.3.2 To consider and recommend to the Council proposals by the Chief Executive/Returning Officer for polling districts and polling places within the Arun District as required by the Review of Polling Districts and Polling Places [Parliamentary Elections] Regulations 2006.
- 5.3.3 To consider reports from the Chief Executive/Returning Officer on the ongoing review of polling stations, as required.
- 5.3.4 To consider reports from the Returning Officer on reviews of elections held and registration matters, as required including the Self-Assessment reports required by the Electoral Commission.
- 5.3.5 To consider and recommend to the Council any proposals for an electoral review of Arun District Council.
- 5.3.6 To review and recommend to the Council any proposals from the Local Government Boundary Commission for England on electoral reviews of Arun District Council, West Sussex County Council and the Town/Parish Councils within the Arun District.
- 5.3.7 To undertake community governance reviews in accordance with the Local Government and Public Involvement in Health Act 2007 and recommend any proposals for change to the Council.
- 5.3.8 To consider and agree a response to consultation documents on electoral matters.

AGENDA ITEM NO.9**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF ELECTORAL REVIEW SUB-COMMITTEE
ON 28 NOVEMBER 2017**

SUBJECT:	Review of the West Sussex County Council Election held on 4 May 2017 and the Parliamentary General Election held on 8 June 2017
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REPORT AUTHOR:	Nigel Lynn – Chief Executive & Returning Officer
DATE:	November 2017
EXTN:	01903 737707

EXECUTIVE SUMMARY:

The report reviews the arrangements for the West Sussex County Council and Parliamentary Elections which took place on 4 May and 8 June 2017 respectively. The report provides key facts, figures, information and feedback and considers lessons learnt, as well as seeking support for future improvements.

RECOMMENDATIONS:

1. The Report be noted.
2. Support to be given to the Returning Officer to implement suggested improvements to the Elections process

1.0 BACKGROUND

- 1.1 The planned West Sussex County Council Elections were held on 4 May 2017. Prior to Polling Day, an announcement was made on 18 April, giving 7 weeks' notice, that a UK Parliamentary General Election would be held on 8 June 2017.
- 1.2 There are significant reasons why this was a challenge for Council staff; however there were also some reasons why running two elections close together proved to be helpful. Because many of the organisational issues were closely related this report will review the general issues which applied to both elections, whilst identifying specific issues which applied to each one.
- 1.3 The review covers all stages from planning, which took into account lessons learned from 2015, through to practical arrangements on polling day itself.
- 1.4 An important factor for the Returning Officer was that during October/November 2016 a fundamental review of the management structure was carried out under the 2020 Vision programme, which resulted in changed responsibilities at Group Head level with effect from 1 April 2017. In practice this meant that the West Sussex Election was managed

by the then Head of Democratic Services, whilst the Parliamentary Election was managed by the new Group Head for Policy who had little previous elections experience. This was compounded by the fact that the Electoral Services Manager had started her maternity leave in February 2017.

- 1.5 The planned scenario had been no major election for a further two years following the West Sussex Election, giving the new management structure time to settle down. The Returning Officer (the Chief Executive) expresses his thanks to all those experienced staff and in particular the Elections Team, who despite being tired and frustrated by the fact that the General Election had been called with so little notice, managed to deliver two major elections efficiently and with a minimum of issues. As always this was very much about teamwork and a shared desire to 'get it right.' In effect the Council managed two elections in a very short space of time superbly, largely due to the dedication of Arun District Council staff.

2.0 ELECTION PLANNING

- 2.1 A key element of planning elections is managing risk. As in previous years, we followed a detailed project planning process to minimise risk and ensure that the deadlines in the statutory election timetable were met. The planning took account of previous lessons learnt from the 2015 elections. Examples of this are bringing in new team members to the Election Control Team to expand knowledge across the organisation, very positive feedback on the nature and thoroughness of training for all staff who were involved in the election, and excellent working with other teams, for example new arrangements with Customer Services.
- 2.2 A further detailed plan and timetable was produced for the General Election as soon as it was announced, which enabled the Team to manage two complicated processes in parallel.
- 2.3 This not only involved local planning, but close working with our printers who produced and despatched most of our election material to very tight deadlines. A particular issue for electors for the General Election was considerable confusion between the two election timetables because they ran into each other. There were many examples of this; one of them was around a number of voters who registered for postal votes for a period which took them up to the West Sussex Election on 4 May. They then did not think through the fact that they might have to re-apply for postal votes for the General Election, which a lot of people did very late and some did not do at all. It is interesting to note the number of people who complained about the timescale and asked why the Council had not told the Government that it was unrealistic!
- 2.4 The Xpress system, a software package utilised by the Elections Team, which was relatively new to Arun, but worked well, although lack of knowledge and experience of some aspects of it caused challenges in the absence of the Electoral Services Manager and put considerable pressure on the Elections Team. A key aim for the next year (2018) is to update and maintain working knowledge of all aspects of the system and to ensure that this is spread throughout the team for future resilience.
- 2.5 The West Sussex Election ran well due to good support and early instructions from the West Sussex County Council Deputy Returning Officer and his team. The planning for the Parliamentary Election proved to be more complicated. Whilst the Chief Executive was the Returning Officer for the Bognor Regis and Littlehampton Constituency, his

counterparts at Horsham District Council and Adur and Worthing Councils were responsible for Elections to the Arundel and South Downs and Worthing West Constituencies, part of which both fall within this District. This complicated matters somewhat.

- 2.6 There was little immediate discussion between Election Teams due to the proximity of the West Sussex Election. Following the West Sussex elections detailed cross boundary agreements were reached between the three Councils. Although all the Councils used Xpress there were differences in level of knowledge, and we did not all use the same external printer (who also used different software), all of which became complicated, for example when working with different number sequences for ballot papers for each constituency. The three Councils agreed protocols with each other, although these were different between Arun and Worthing, and Arun and Horsham. However the arrangements on polling day worked well. Probably the biggest lesson to learn overall is the importance of joint planning well in advance of a General Election, if that is possible, as in this instance it was not! The lack of clarity, albeit for understandable reasons, caused the election teams at each Council considerable stress. Steps to agree a more shared approach to the next General Election should be made sooner rather than later.

3.0 RAISING ELECTOR AWARENESS, COMMUNICATIONS AND ELECTION TURNOUT:

- 3.1 Supported by the Communications Team, including the Website and social media, casual staff in the Elections Team and Customer Services, ADC staff promoted key messages to the public, signposted them to more information and online processes and then managed the high volume of requests and queries across a number of communication channels, including requests for postal and proxy votes. All statutory notices were published on the Council's website and at the two receptions at the Arun Civic Centre and Bognor Regis Town Hall. As can be seen from the table below, voting levels across all three of the constituencies which fall within the Arun District show a similar pattern with turnout increasing in 2017, probably on the back of increased democratic awareness following the European Referendum in 2016 and the West Sussex Elections a few weeks earlier.

Turnout (%) for the three Parliamentary Constituencies which fall within Arun District:

Constituency	2017	2015	2010
Bognor Regis and Littlehampton (Electorate)	67.85 (75,827)	64.90 (72,985)	66.28 (70,816)
Arundel and South Downs	75.03	73.54	72.99
Worthing West	70.24	63.00	65.00

- 3.2 The Electorate for the West Sussex County Council Elections was 120,748, with an overall turnout of 33.74%, ranging from 25.86% for Bognor Regis East to 44.07% for Rustington.
- 3.3 Day to day communications and standard enquiries have increasingly been handled by Arun Direct and via the website. The following table shows telephone contacts around the immediate election period for this year and 2015, although the figures are not directly comparable as the elections in 2015 were of a different type and all took place on the same date.

Year	Election	Total calls	Call volumes	Period	Managed by
2017	West Sussex and Parliamentary	4578	454 854	March April	Arun Direct

			2,368 902	May June	
		777 over the 4 month period		March April May June	Democratic Services
2015	Parliamentary, District and Parish	4,662	1,108 2,355 1,199	March April May	Arun Direct
		2,500	832 783 885	March April May	Democratic Services

- 3.4 In addition to face to face and telephone enquiries we continue to make all the elections information available on our website, referring to this in correspondence and actively promoted it via social media. The table below shows the number of visits to our voting and elections pages, with visitors viewing an average of two pages per visit. This shows a remarkable increase in website usage and may explain why if we remove the June figure from the table showing telephone call volumes this would give a reduction in telephone calls from 7,162 in 2015 to 5,355 in 2017. Again, we need to be cautious as the election programme was not identical, but this is very encouraging.

Month	2017	2015
April	2,976	311
May	9,179	178
June	3,729	330

4.0 ELECTORAL REGISTRATION:

- 4.1 There continues to be a lack of understanding of the registration process by Electors, despite the fact that the current Individual Electoral Registration process has been in place for some time. Despite this the Elections Team worked hard to process everything that came in and between 2 May and 22 May 3,657 new electors were registered. This was a remarkable feat by the Team, (including Arun Direct who agreed to help with this). 402 late registrations were received between 23 May and 8 June. Between 2 May and 8 June an additional 299 overseas voters were registered.
- 4.2 Although it has not been quantified the Elections Team believes that the number of 'clerical errors' on 8 June was much less than anticipated given the volume of new registrations which were processed very quickly. The Team should be praised for competence overall.

5.0 POLLING STATIONS:

- 5.1 As Returning Officer, the Chief Executive keeps the provision of appropriately located and accessible polling stations under continuous review, with formal reviews taking place every few years. The next full review of Polling Stations will be carried out in 2018. Overall, the feedback from the Presiding Officers (POs) for the West Sussex polling stations was good, although some POs reported that the tactile device (which supports those with a visual impairment) seemed to be too large for the ballot papers. Some voters also seemed to

have difficulty in finding the slot in the ballot box! Polling staff were advised to stick an arrow on to the lid where voters were experiencing difficulty and this was not an issue at the Parliamentary Election.

- 5.2 Most of the venues were satisfactory, with some minor concerns around a couple of trip hazards, insufficient heating at some venues and some voters who had to pay to park at the University Campus at Bognor Regis. These issues were resolved for the Parliamentary Election. Due to not all venues being available at short notice for the 8 June, we had to change five polling stations (out of a total of 90). We wrote to every elector to explain the situation. The one that attracted the most attention was the move from the usual premises at Southfields Jubilee Centre to the Millennium Chamber, Manor House, Littlehampton, this being the only suitable alternative venue. Voters were very unhappy that it had been moved at all, and particularly that it was a first floor venue. The Elections Team had inspected in it advance and again on Polling Day and were confident that access via the external ramp and internal lift provided access which was good as most other polling stations.
- 5.3 Where we were using the same polling stations for each election we were able to store the equipment (polling booths etc) at the polling stations, avoiding a second round of deliveries.

6.0 POLLING DAY:

- 6.1 The Election control cover was provided throughout the day for both Elections using a back office team (on a shift system) and Arun Direct, ensuring that sufficient advice and expertise was always available. Few issues were encountered during the West Sussex Election.
- 6.2 The administration of the Elections went smoothly with few problems. At the West Sussex Election there were a small number of over enthusiastic Tellers who had to be dealt with by Polling Inspectors and/or the Returning Officer. At the Parliamentary Election the Chief Executive ensured that Presiding Officers were very clear about the rules and confident about their right to deal with these situations. The main issues were because the Tellers had not been advised how to behave appropriately.

7.0 VERIFICATION AND COUNT:

- 7.1 Thorough briefing of all those in advance helped to ensure a really good shared understanding of the process for the West Sussex Election. The process was broken down into stages on the day with each stage clearly explained, rather than covering everything in one go. It had been agreed across West Sussex that the count would take place the following day, rather than being completed overnight. As has been usual in recent elections the verification process was completed for all tables before counting started. The table supervisor teams worked very well and the count finished ahead of the estimated time. Padded chairs were also very welcome for counters!
- 7.2 The Returning Officer (the Chief Executive) was keen to take account of feedback from previous elections about how long the count took, not only from the perspective of candidates and observers, but also to minimise the length of time that already tired staff would be required to work. After full consultation with experienced senior managers and the Electoral Services Manager he made the decision to take a different approach to counting for the Parliamentary Election, with verification starting as soon as there were

supervisors and staff available on any one table, i.e. in no particular order. This was very strictly controlled by only two senior managers to avoid any confusion. As each ballot box was verified it was then allocated to predetermined tables for counting. This enabled the overall process to start at around 10.15, rather than waiting until all boxes had been delivered to the count venue (normally around 11.00), meaning that staff were not sat waiting to start. It also gave observers something to observe almost immediately. The count finished at 4.30 am, much earlier than previous elections and all those involved had found the process less frustrating than normal. This approach was positively received by all.

- 7.3 The verification and count stage for each of these elections was relatively straightforward as we were only doing this for one type of election. Clearly this becomes more complex in different scenarios. The Returning Officer would certainly consider using the verification and count methodology from the Parliamentary Election in future major elections.

8.0 CONCLUSION:

- 8.1 I am pleased with how our arrangements for these elections ran in practice and believe that we achieved a number of objectives:

- Avoiding challenge to the election
- Compliance with legislation and Electoral Commission Guidance
- Ensuring a transparent and fair process for electors, both in terms of registration and voting
- Maximised voter turnout
- Ensuring a transparent and fair process for anyone wishing to stand as a candidate
- Accurate verification and results
- Professional delivery and consistency

- 8.2 Our project management approach is robust and we assessed the risks well ahead of the West Sussex County Council timetable. We had not planned for the Parliamentary Election and it is due to a massive team effort from the whole of Arun's staff, who provided both front and back office support that we were able to successfully deliver both Elections.

- 8.3 The impact on the Democratic Services and the Elections Team in particular has to be recognised and I continue to review the resources needed to deliver the annual canvass, major elections and by-elections and Neighbourhood Plan referenda. In the year prior to the West Sussex County Council Election in 2017, the Council delivered 1 by-election, 4 neighbourhood plan referenda, a parish poll, the European Referendum and the PCC Election.

- 8.4 I would like to record my thanks to all involved for the commitment, hard work and support which has enabled me as Returning Officer to deliver these elections.

9.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X
<ul style="list-style-type: none"> • Chairman and Vice-Chairman of the Committee 		X

10.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X
11.0 IMPLICATIONS:		

12.0 REASON FOR THE DECISION:

To inform Members about the operation of the West Sussex County Council and Parliamentary Elections in 2017

13.0 BACKGROUND PAPERS: