



18 July 2018

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 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Wednesday, 1 August 2018 at 6.00 pm** and you are requested to attend.

Members: Councillors Dendle (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 reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this 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 application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

To approve as a correct record the Minutes of the meeting held on 3 May 2018 (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 - BARNHAM AND EASTERGATE

The Council, having received a request from Barnham Parish Council and Eastergate Parish Councils to merge the two parishes, has undertaken a Community Governance Review to consult local residents and organisations on the proposal.

This report sets out the outcome of the final stage of consultation, details the one objection received and the views of the Officer set out in a response to the objector. Members are asked to take this objection into account when considering their recommendations to Full Council.

6. CANVASS UPDATE

This report provides an update for Members on the 2018 Canvass process.

7. 2018 PARLIAMENTARY BOUNDARY REVIEW

The Group Head of Policy will provide a verbal update to the committee.

(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

03 May 2018 at 6.00 pm

Present:- Councillors Gammon (Chairman), Wotherspoon (Vice-Chairman), Bower, Chapman, Elkins and Haymes.

10. APOLOGY FOR ABSENCE

An apology for absence had been received from Councillor Purchase.

11. DECLARATIONS OF INTEREST

A Declaration of Interest was made by:

- Councillor Haymes
- This was a Personal Interest
- Relating to Agenda Item 7 (Community Governance Review – Felpham and Yapton) as he was Chairman of Yapton Parish Council

12. MINUTES

The Minutes of the meeting held on 28 November 2017 were approved by the Sub-Committee as a correct record and signed by the Chairman.

13. PROVISIONAL TIMETABLE FOR POLLING STATION REVIEW

The Sub Committee received a report from the Group Head of Policy that proposed a timetable for the next mandatory Polling Station Review.

It was explained that the Council was obliged to undertake a review of the Polling stations used within the District for Local and Parliamentary elections every five years. The last review was completed in August 2014 and so the next review was scheduled to commence from 1 October 2018 with a completion deadline of 31 January 2020.

The Chief Executive had reviewed the Electoral timetable and, with this in mind, proposed that the Polling Station Review commenced following the District, Town and Parish Elections on 2 May 2019. It was noted that this would provide the Review with the benefit of up to date feedback from Members, Presiding Officers, Residents and Disability Groups etc. on the existing Polling Stations used.

Following questions from Members that were responded to at the meeting it was proposed and seconded that a slight amendment be made to the report's recommendation (2). It was agreed that the wording 'so long as'

*Subject to approval at the next meeting*

be removed and the wording 'to ensure' inserted. Members then voted on the recommendations with this revision and were unanimously in favour.

The Electoral Sub Committee,

RESOLVED That –

- (1) The provisional timetable for the next Polling Station Review be as set out in the report, and;
- (2) The (Acting) Returning Officer be given delegated authority to vary this should practical circumstances require it, to ensure the review is completed within the required legal timescale.

14. COMMUNITY GOVERNANCE REVIEW – BARNHAM AND EASTERGATE

The Group Head of Policy presented the Community Governance Review for Barnham and Eastergate report to the Sub Committee following the outcome of the review of the proposal that Barnham Parish Council and Eastergate Parish Council merge to become a single Parish Council.

Members were reminded that on 10 January 2018 Full Council resolved that a Review should take place and this had now been undertaken in line with the proposed terms of reference. Members were advised that the Electoral Review Services (ERS) were then commissioned to carry out a ballot with all Barnham and Eastergate residents. A letter setting out the key issues was sent out to residents on 19 March 2018. This letter also contained a map showing the parish boundaries and a ballot paper for residents to return stating whether or not they supported the proposed merger.

It was noted that in addition to consultation with residents key organisations were also asked including local schools, District and County Councillors and the local Member of Parliament (MP).

The Group Head of Policy outlined the results of the ballot notified to the Council on 12 April 2018. The overall turnout was 37.69%, with 80.56% of those voting supporting the merger of the Parish Councils. There was one invalid vote. Members were referred to Appendix 4 of the report for a full set of results.

Members were then asked to consider whether or not to recommend to Full Council that the merger of Barnham Parish council and Eastergate Parish Council should take place to form a single Barnham and Eastergate Parish Council.

The Group Head of Policy put forward a recommendation that had been slightly amended since the report's publication which read as; 'Subject to the results of the final consultation stage of this review, that Barnham Parish

*Subject to approval at the next meeting*

Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council, made up of 13 Parish Councillors, with effect from 1 December 2018.

The Sub Committee agreed with this amendment. In discussing the recommendation Members were disappointed to note that the County Councillors and the local MP had failed to respond to the consultation.

The Chairman then referred the Sub Committee to the amended recommendation which was unanimously agreed.

The Electoral Review Sub Committee,

RECOMMEND TO FULL COUNCIL

that subject to the results of the final consultation stage of this review that Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council, made up of 13 Councillors, with effect from 1 December 2018.

15. COMMUNITY GOVERNANCE REVIEW – FELPHAM AND YAPTON

The Sub Committee received a report from the Group Head of Policy on the outcome of the consultation on the Community Governance Review on Felpham Parish Council and Yapton Parish Council that requested a change to their shared boundary.

It was noted that no residents were immediately affected by this proposal and so consultation had been limited to District and County Councillors and the local MP, Nick Gibb. It was reported that although the local MP had not responded there was strong support for the boundary change from both Arun District Councillors and West Sussex County Councillors.

Members were referred to the recommendation where a slight amendment had been made since publication of the report. This had been amended to; ' Subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council, as set out in the map shown at Appendix 1 of the report, is changed as proposed with effect from 1 December 2018'. The Sub-Committee agreed the amendment to the recommendation.

In discussing the amended recommendation the Sub-Committee was in full support.

The Electoral Review Sub Committee

RECOMMEND TO FULL COUNCIL

that subject to the final consultation stage of this review, that the shared boundary between Felpham Parish Council and Yapton Parish Council, as set out in the map shown at Appendix 1 of the

*Subject to approval at the next meeting*

report, is changed as proposed with effect from 1 December 2018.

The Chairman then closed the meeting and in doing so reminded Members that he would be stepping down in order to undertake his new role as Chairman of the Council. He thanked the Members of the Sub Committee and Officers for their work and support during his time as Chairman of the Electoral Review Sub Committee.

(The meeting concluded at 6.29pm)

**AGENDA ITEM NO.5****ARUN DISTRICT COUNCIL****REPORT TO ELECTORAL REVIEW SUB-COMMITTEE  
ON 1 AUGUST 2018****PART A : REPORT**

<b>SUBJECT: Community Governance Review Barnham and Eastergate Parishes Final Consultation Report</b>
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<b>REPORT AUTHOR: Jackie Follis, Group Head of Policy</b>
<b>DATE: 16 July 2018</b>
<b>EXTN: 37580</b>
<b>PORTFOLIO AREA: Corporate Support</b>

**EXECUTIVE SUMMARY:**

The Council, having received a request from Barnham Parish Council and Eastergate Parish Councils to merge the two parishes, has undertaken a Community Governance Review to consult local residents and organisations on the proposal.

This report sets out the outcome of the final stage of consultation, details the one objection received and the views of the Officer set out in a response to the objector. Members are asked to take this objection into account when considering their recommendations to Full Council.

**RECOMMENDATIONS:**

The Sub-Committee is asked to recommend to Full Council that;

- a) Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council with 13 Parish Councillors, with effect from 1 December 2018.
- b) The Group Head of Policy be given delegated authority to publish the Reorganisation Order.

**1. BACKGROUND:**

1.1 The Electoral Review Sub-Committee considered the original application (received on 28 November 2017) from both Barnham Parish Council and Eastergate Parish Council to merge to become a single parish council. The Sub-Committee agreed that it was appropriate to carry out a Community Governance Review to look at the request to combine the parish councils. They recommended that a report was made to Full Council with the terms of reference for the review, the method for carrying out the review and the timetable. These were agreed at Full Council on 10 January 2018.

- 1.2 Advice was sought by the Group Head of Policy from the Local Government Boundary Commission who publish the national guidance on such reviews on the appropriate level of consultation. Their view was that the level of consultation should be proportionate and appropriate to the matter being consulted on. They were not willing to make detailed recommendations on how this should be done, but informally discussed approaches used by other Councils in the past. Following this discussion, the Group Head of Policy proposed the process set out in the Terms of Reference for Full Council which was later agreed. This included writing to Ward, District, County Councillors and MPs; a consultation letter and ballot paper to all residents/properties within Barnham and Eastergate Parish Councils and a letter to any local organisations (e.g. schools) which might have an interest.
- 1.3 The outcome of the consultation was reported to the Sub-Committee on 3 May 2018. A ballot was undertaken (by an independent organisation) of the residents living in Barnham and Eastergate Parishes. There was a turnout of 37.67% across the two parishes with 80.56% of those voting supporting the merger of the two parishes. There was one invalid vote. What was particularly interesting is that the percentages were very close for each parish, with a turnout in Barnham of 34.75% and a vote in favour of 80.59% whilst the turnout in Eastergate was 39.01% with a vote in favour of 80.55%. In addition to this, the local organisations and Councillors who responded were in support of the merger.
- 1.4 The Sub-Committee considered the responses carefully in the light of the guidance supplied by the Local Government Boundary Commission and recommended to Full Council that, subject to the final consultation stage of the review, Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council with effect from 1 December 2018.
- 1.5 The final stage of consultation was the publication of the draft recommendations to Full Council, in the West Sussex Gazette for two weeks, on the Arun website and on the Barnham and Eastergate Parish Council websites.
- 1.6 Subsequently, a letter of objection was received from a local resident in which a number of serious allegations were made. These points are set out in Appendix A and the response of the Council Officer is in Appendix B. It is these issues which members of the Sub-Committee must now consider.
- 1.7 A number of other comments were made in the letter which were not pertinent to the Community Governance Process and, following careful consideration, have not been included. They primarily concerned historical relationships between Barnham Parish Council and Eastergate Parish Council. It should be noted that at all stages of the Community Governance Review process both Barnham Parish Council and Eastergate Parish Council have approached matters jointly when dealing with Arun District Council, whether this has been in person or in writing.

## **2. PROPOSAL(S):**

2.1 That the merger of Barnham Parish Council and Eastergate Parish Council be recommended to Full Council. The process for the Community Governance Review was carried out in line with recommendations from the Local Government Boundary Commission and included consultation with residents (via a ballot carried out by an independent organisation) and key organisations within the parishes. The Community



Governance Review indicated strong support for the proposal from residents, Councillors and others. The process was carried out correctly and thoroughly within the relevant legal framework and guidance.

**3. OPTIONS:**

- a) To recommend the merger of Barnham and Eastergate Parish Councils
- b) For Barnham and Eastergate to remain as two separate Parish Councils

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	X	
Relevant District Ward Councillors	X	
Other groups/persons (please specify) Local residents, District & County Councillors, MP, Schools, Church Parishes, Arun District Council Revenues Service	X	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		

**6. IMPLICATIONS:**

No implications

**7. REASON FOR THE DECISION:**

To take forward the outcome of the Community Governance Review and give clear direction to Barnham and Eastergate Parish Councils

**8. BACKGROUND PAPERS:**

Papers from Electoral Review Sub-Committee held 3 May 2018, including link to Local Government Boundary Commission Guidance.

To: JACKIE FOLLIS (GROUP HEAD OF POLICY) ARUN DISTRICT COUNCIL

RE: Community Governance Review – Barnham and Eastergate Parishes(2)

Your Ref: JF/sjz (4<sup>th</sup> April 2018).

Dear Jackie Follis,

Following on from my earlier letter please note the following for further consideration:

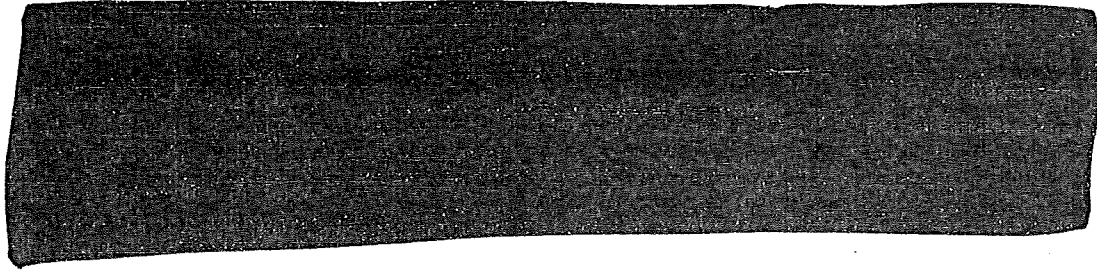
The 'Bognor Post' (11.5.18) has pointed out that the 'Historic boundaries are set to be removed', and 'the merger of the two local authorities is on course to take place this year', based on the 'formal initial backing for the merger ...given by Arun District Council's electoral review sub-committee, last week'. It seems as if this 'consultation' has already been decided, despite the obvious flaws.

**1. SERIOUS LEGAL FLAWS IN THE EVIDENCE: ONLY 30.38% OF THE RESIDENTS VOTE FOR MERGER**

Serious legal flaws in the whole process of this proposed merger raise significant questions about the method by which this conclusion was obtained. According to the figures, the turnout to vote was only 1/3 (37.7%) which means that 2/3 of the electorate (62.3%) did not vote. The paper reported that, of that, 1/3, about 20% (1/5) were actually against the merger. With a combined current population of about 5,000 residents, that equates to a combined number of 82.3% OF THE RESIDENTS who either did not vote or who voted AGAINST THE MERGER, equating to Over 4,000 RESIDENTS. Is Arun District Council prepared to over-ride this number of residents for the sake of 'expediency'? In the Commissions Guidelines, In relation to the voting result, *high thresholds for change should be maintained, to avoid a relatively small minority of electors manipulating the review according to their own addenda.* The outcome of any vote should therefore reflect the clear and transparent wishes of the majority of their fellow electors. High thresholds would therefore help to ensure that the local democratic process is properly maintained. This is not reflected in the above results.

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### 3. HAS THE GUIDANCE FROM THE LOCAL BOUNDARY COMMISSION BEEN MET?

To argue that the residents of East Barnham 'do not know where they are living,' is as a result of the failure of the Pro-Barnham Eastergate Parish Council to clarify the issue for the 'confused' Eastergate Parishioners. Eastergate Parish Council has a duty to inform all the residents, in a clear way, that they live in Eastergate Parish, giving them a 'sense of place', not the other way round. In this, the current Eastergate Parish Council has failed in its duty towards the residents of Eastergate Parish. If this merger is allowed, considering the instability intentionally created within Eastergate Parish as outlined previously, then unwarranted credibility will be given by Arun District Council for its failure to protect the legacy of previous generations in Eastergate Parish. *The Boundary Commission has a legal duty to act as honest broker despite the overwhelming drive towards the contrary, and Arun District Council has a duty of care towards the silent majority, on whom they also rely for political support. With regards to this, the Boundary Commission should, therefore, seriously address the legal issues and concerns raised over the merger, to its own satisfaction, and the satisfaction of all the Eastergate Parishioners, since they are most affected, before Arun District Council makes any final decision.*

In Paragraph 70-76 the Government vision on making recommendations is based on people trusting one another and trusting local institutions to act fairly. In this, they should reflect the identity and interests of local communities, without threatening local community cohesion. *Principal councils should be able to decline to set up such governance arrangements where they are judged that to do so would not be in the interest of either the local community or surrounding communities and where the effect would be likely to damage local community cohesion. A recommendation to establish a larger parish council may negatively impact on community cohesion, within the proposed parish, and therefore should not be made.*

In Paragraph 114 of the Local Government Boundary Commission Guidance document it points out that *grouping of councils needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build an artificially large unit under a single parish council.* In relation to this, the whole interests of each parish have not been truly addressed. The request for merger seems only to create a larger unit, rather than taking into account the needs of the parishioners for a separate parish with its own voice and democratic governance.

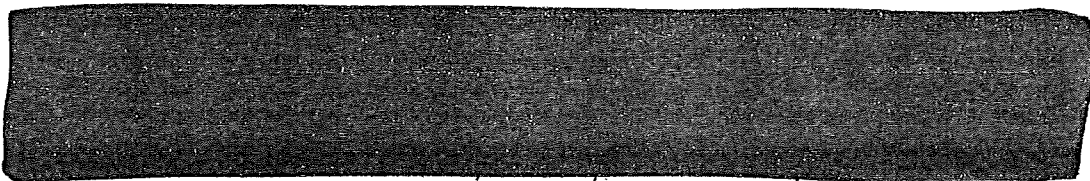
In paragraphs 125-127 most rural areas already have a structure of local government in the parish that has existed for hundreds of years. It is desirable that any changes do not upset historic traditions. *A 'sense of Place' with a positive feeling for people and local distinctiveness which is reflective of the identities and interests of the community in that area, should not be overlooked in any recommendations.*

4. SUMMARY

Serious concerns on behalf of the silent majority have been raised that, on the balance of probability, suggest that there is no true overall majority support for the merger of the two parishes.

In reality a true majority of Parishioners (2/3) were against the merger or abstained, while only a minority (about 1/3) of the whole population of the two parishes voted in support of the merger.

At best, the vote is rather tenuous and is based on biased and flawed proposals, especially if the non-reflective vote is then used as the justification for amalgamation.



Yours sincerely,





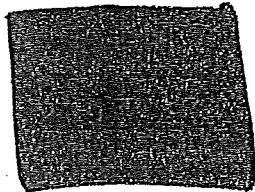
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: 01903 737580

DX: 57406 Littlehampton

e-mail: Jackle.folles@arun.gov.uk

7 June 2018



Our Ref: JF/sjz

Dear

COMMUNITY GOVERNANCE REVIEW – BARNHAM & EASTERGATE PARISHES

Thank you for your further letter which we received on 25<sup>th</sup> May 2018

I will respond to each of your points, I suspect that some of this will reflect what I said in my letter of 29<sup>th</sup> May. These obviously crossed; I read your letter on 4 June on my return from annual leave.

Serious legal flaws in the evidence: only 30.38% of the residents vote for a merger

The Council is very aware of the need to ensure a fair consultation process where boundary changes are being considered. With this in mind, we not only consulted a number of local organisations and District and West Sussex County Councillors, but we also wrote to all residents of Barnham and Eastergate to give them the opportunity to express their view on whether or not the merger should go ahead. Prior to undertaking the review, we took advice from the Local Government Boundary Commission who confirmed that it was for the District Council who was undertaking the Review to make a decision on the appropriate level of consultation for local circumstances. We believe that the process undertaken ensured that all local residents had the opportunity to respond to the question. The responses indicated strong support from those who responded for the merger from residents of Barnham and Eastergate Parishes. The ballot was carried out by an independent organisation and the results are as follows:

RESULT – BARNHAM No. votes % of valid vote		
Yes	357	80.59%
No	86	19.41%
	443	

TURNOUT - BARNHAM	
Number of eligible votes:	1275
Total number of votes cast:	443
Turnout:	34.75%

RESULT – EASTERGATE

No. votes	% of valid vote
Yes	886 80.55%
No	214 19.45%
	1100

TURNOUT - EASTERGATE

Number of eligible votes:	2822
Total number of votes cast:	1101
Turnout:	39.01%

RESULT - COMBINED

Yes	1243 80.56%
No	300 19.44%
	1543

TURNOUT - COMBINED

Number of eligible votes:	4097
Total number of votes cast:	1544
Turnout:	37.69%

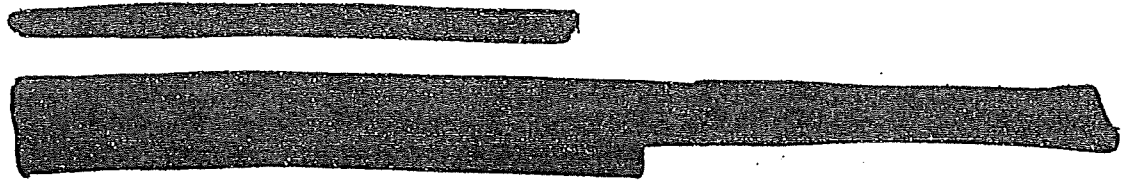
In your letter you quote from the 'Commissions Guidelines', starting "high thresholds for change.....". The process for consultation on boundary matters is governed by the Local Government Boundary Commission Guidance, March 2010. The section you quote does not come from this guidance, so I would be grateful if you could clarify for me where this came from so that I can respond more fully.

The ballot was part of the consultation process and was not a 'vote'. This means that the outcome of the ballot had the status of information to be taken into account by members of the Electoral Review Sub-Committee when they met on 3 May 2018 to make draft recommendations on how this should go forward. The recommendation to Full Council, taking into account all the information provided to Councillors was:

"that subject to the results of the final consultation stage of this review that Barnham Parish Council and Eastergate Parish Council merge to become Barnham and Eastergate Parish Council, made up of 13 Councillors, with effect from 1 December 2018."

As you know from my previous letter, this draft recommendation has now been published on the Arun website, both Parish websites and in the West Sussex Gazette, with a closing date for any further responses of 19<sup>th</sup> June 2018. Members of the Electoral Review Sub-Committee will then meet again to consider any such responses, before finalising their recommendation to Full Council.

In our experience, a turnout of 37.7% for a local ballot is good. In addition to this, the responses from residents in each Parish were very similar, factors which were taken into account by Members. As with any consultation, whether or not residents wish to respond is a matter for them.



Has the guidance from the Local Government Boundary Commission been met?

In making their draft recommendation, members of the Electoral Review Sub-Committee took into account the reasons given by both Barnham Parish Council and Eastergate

Parish Council in requesting the Community Governance Review. Members are satisfied with the consultation process and, as previously stated, the decision on whether or not to respond to the ballot is one for individual residents.

The Electoral Review Sub-Committee considered whether or not to carry out a Community Governance Review at its meeting held on 28<sup>th</sup> November 2017. Based on the evidence received, and taking into account the principles set out in the Local Boundary Commission Guidance, it recommended that this should go ahead and that a paper setting out the Terms of Reference for the Review should go to Full Council. Full Council considered this matter on 10 January 2018 and approved the Terms of Reference. The Council therefore had the opportunity to decline to set up such a review at two stages in its decision making processes, but decided that the review should take place.



Yours sincerely



Jackie Follis  
Group Head of Policy





**AGENDA ITEM NO.6****ARUN DISTRICT COUNCIL****REPORT TO ELECTORAL REVIEW SUB-COMMITTEE  
ON 1 AUGUST 2018****PART A : REPORT****SUBJECT: Update on the 2018 Canvass****REPORT AUTHOR: Jackie Follis, Group Head of Policy****DATE: 16 July 2018****EXTN: 37580****PORTFOLIO AREA: Corporate Support****EXECUTIVE SUMMARY:**

This report provides an update for Members on the 2018 Canvass process

**RECOMMENDATIONS:**

The Sub-Committee is asked to note the contents of the Report

**UPDATE ON 2018 ANNUAL CANVASS:**

1. The canvass is underway ahead of publishing a revised register on 1 December 2018. Delivery of the initial Household Enquiry Forms (HEFs) will take place between 3 and 29 July. Canvassers will be delivering the majority of forms by hand to 75,103 properties, including care homes. A small number of forms will be sent by post (2.25%) due to the location of properties. At the first reminder stage our personal canvassers will be conducting house to house enquiries for non-responding properties in polling districts where we have already received a high percentage of responses. The remaining non-responding properties will be visited by personal canvassers from Friday 12 October. If resources allow we will also be looking at other ways in which to encourage residents to respond, this may include emailing and telephoning residents where we have their contact details.
2. Following a number of pilot schemes completed by the Electoral Commission last year, councils have been given some limited flexibility to vary the wording of the HEF letters/forms and a copy of the Arun 2018 letter/form is attached. There is a strong focus on encouraging online responses this year, with the overall objective of reducing paper returns which need to be processed by hand by the Electoral Registration team and are therefore least cost effective for the Council. In 2017 the responses were as follows:

Postal (paper)	52.27%
Telephone	16.92%
Internet (online)	4.40%
SMS (text)	15.57%

3. Whilst any digital response method is valid and better than a paper response, online is particularly useful as this service allows residents to make changes to the details. Phone or text responses only allow residents to confirm details, not to change them. Unfortunately in the first two weeks of responses we have already seen a high level of responses using the pre-paid postal service.
4. When we recently met with our colleagues from the rest of West Sussex a number have been trying an incentive scheme to encourage the use of the online service. These are based on a prize draw of high street vouchers with anyone being entered who had responded online by a given date. We may look to do this in the future as the savings from return postage would far outweigh the cost of purchasing the vouchers.
5. In 2016 we had an overall response rate of 92.53% with an increase to 95.46% in 2017. From 2017 we have been fully utilising an automated matching process between our software supplier and Council Tax so hope that we will achieve a response rate of around 96%. After 8 days of returns we have received a response rate of 20.36% compared to 15.40% in 2017.
6. We are also conducting personal canvasser visits to all care homes within the district to ensure we have the correct information for the residents on our register.
7. The Communications Team has produced a video to explain the annual canvass process and what residents need to do. This can be viewed at:  
<https://www.arun.gov.uk/canvass>
8. An update on the response rate to date and future plans will be provided at the meeting on 1<sup>st</sup> August 2018.

**CONTACT:** Jackie Follis, Group Head of Policy, 38580



YOUR VOTE MATTERS

DON'T LOSE IT



«Date»

«Occupier»  
 «PostalAddress1»  
 «PostalAddress2»  
 «PostalAddress3»  
 «PostalAddress4»  
 «PostalPostcode»

Arun District Council  
 Arun Civic Centre  
 Maltravers Road  
 Littlehampton  
 West Sussex  
 BN17 5LF

Call 01903 737616  
 Email [hefresponse@arun.gov.uk](mailto:hefresponse@arun.gov.uk)  
 Web [www.arun.gov.uk/canvass](http://www.arun.gov.uk/canvass)

Reference number: «Ref»

## Please respond now so that we can check who is eligible to register to vote

Dear Occupier

We need to know who lives at this address in order to check who is eligible to register to vote.  
**Please read this letter carefully before responding to the form.**

The easiest way to complete the form is online. **It takes just a few minutes:**



You can also complete the form by post, phone, text message or email. For details, see the “How do you want to respond?” section at the top of the form overleaf.

**All households are legally required to respond to this letter.** If you don't we are required by law to send reminders to you, and to send someone to your address to collect this information if we haven't received it.

**If we do not receive a response to this letter by Friday 3 August we will send a reminder and/or a personal canvasser to visit your property.**

**This form is not a registration form but you do need to complete it.** We will send a registration application to new occupants. Alternatively new potential electors can register online at [gov.uk/register-to-vote](http://gov.uk/register-to-vote) once you have responded to this form. If this is a second home, only include your names if you wish to register to vote.

It is a legal requirement to provide the information requested; **if you don't you could be fined £1,000.**

Yours faithfully,

Nigel Lynn  
 Electoral Registration Officer

# Household Enquiry Form

«Street»  
«Town»  
«County»«Postcode2»

## 1 How do you want to respond?

Please choose ONE of the options below:

- Go to [www.householdresponse.com/Arun](http://www.householdresponse.com/Arun) and enter part 1 and part 2 of your security code.
- If there are no changes call **0800 197 9871** and when prompted enter part 1 and part 2 of your security code.
- If there are no changes text **NOCHANGE** followed by part 1 and part 2 of your security code to 80212 (charged at your standard SMS rate).

**Please note, you can only use the phone or text services if there are no changes at your property**

- **Complete** the form and then **post** it back to us in the envelope provided (postage is free) by **[insert date]**.
- Email 'Change' or 'No Change' to [hefresponse@arun.gov.uk](mailto:hefresponse@arun.gov.uk) with your name and address and details of any changes at your property
- Your security code: Part 1 «add security code» Part 2 «add security code»

## 2 Here are the names we have registered to vote at this address

- Amend any printed details in the changes lines below
- Cross out anyone who has moved out
- Add new people in section 3
- Use black ink and CAPITALS

Name	Aged 76 or over	Nationality	Postal or proxy vote? (more info p4)	Included on open register? (more info p4)
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»
«ForenameSurname» CHANGES	«yes/no»	«nationality»	«yes/no»	«yes/no»

3

Please give details of anyone at this address aged 16 or over who is eligible to register to vote and is not listed in section 2 (more info p4)

Full name	Nationality	Telephone (optional)	Email (optional)

**Not enough space?**

**Please write further names on a separate sheet of paper and send to us with this form.**

Once you have responded to this form, each person at this address who is eligible to register to vote should apply at [gov.uk/register-to-vote](http://gov.uk/register-to-vote) or we will email an application if an address has been provided above. We will send each person a form if they do not apply online.

4

Only fill in this section if there is no one at this address who is eligible to register to vote. Please explain why using the options below.

- The property is empty     This is solely a business premises     This is a second home
- None of the residents are eligible to vote because of their nationality. Please give their nationalities.
- Other reason (please state)

5

**Declaration**

I currently live at this address. To the best of my knowledge, the information in this form is true. I have checked with everybody on the form that the information about them is correct. I understand that the information I have given on this form will be used on the electoral register. I understand that it may be an offence to fail to provide the information asked for in this form and if convicted I may be fined up to £1000. I understand that it is an offence knowingly to provide false information in this form and if convicted I may be imprisoned for up to six months and/or face an unlimited fine.

**Signature** 
**Today's date (dd/mm/yyyy)**  /  /    
**Full name (please use CAPITALS)**

**Telephone (optional)** 
**Email (optional)**

If an occupier cannot complete this form (e.g. nobody lives at this address) the person who is in charge of the property must complete it instead. Please tell us who you are e.g. landlord.

If you need help filling in this form please contact us using the details on p1.



## Who is eligible to register to vote?

### You can register to vote in the UK if you are:

- resident (usually live) in the UK, and
- aged 16 or over (but you will not be able to vote until you are 18).

### You must also be either:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to enter or remain in the UK or who does not require such leave.

## The open register

### There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

#### The electoral register

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

#### The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact your electoral registration office. You can find their address on p1 of this form. You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](http://gov.uk/register-to-vote)

## Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: Nigel Lynn, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF 01903 737616.

You should refer to the Privacy Notice at [www.arun.gov.uk/registration](http://www.arun.gov.uk/registration) for further information relating to the processing of personal data.

## Postal and proxy votes

To arrange to vote by post or by proxy (someone voting on your behalf) you can download an application form at [yourvotematters.co.uk](http://yourvotematters.co.uk). To change any existing postal or proxy vote arrangements contact your electoral registration office. You can find their details on p1 of this form.

## Problems with the form?

**Contact your electoral registration office if you need any help understanding or completing this form – or if you need this form in large print or in another format. You can find their address on P1 of this form.**