



ADUR & WORTHING
COUNCILS

Joint Governance Committee
28 January 2019
Agenda Item 11

Ward(s) Affected: ALL

Review of polling districts, polling places and polling stations

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

- The (Acting) Returning Officer has completed a statutory review of polling districts, polling places and polling stations.
- The purpose of the review is to assess the size of the electorate in each polling district as well as the suitability of the location and access of each polling place and the number of polling stations located at each polling place.
- As a result of the review four polling places have been changed in Adur and one in Worthing.

2. Recommendations

- 2.1 The Committee is asked to note the review proposals for polling places in Adur and Worthing.

3. Context

- 3.1 Under the Representation of the People Act 1983 all local authorities in Great Britain must review their UK Parliamentary polling districts and places every five years. The current review has to be completed by 31 January 2020.

3.2 Although the statutory review refers only to UK Parliamentary elections the findings affect polling districts and places for all elections held within Adur and Worthing.

3.3 Whilst this review has to be carried out every five years, changes can be made to polling places outside of the review if required.

4. Issues for consideration

4.1 No polling districts will be changed as a result of this review due to the fact that the number of electors in each polling district has not increased significantly. This will be revisited if necessary before the next statutory review.

4.2 Finding suitable polling places within polling districts can be challenging. Polling places are assessed against:

- Disabled access
- Reasonable parking facilities
- Accessibility to all electors in the polling district
- Sufficient lighting and heating facilities
- Kitchen and toilet facilities for staff
- General booking availability
- Provision of tables and chairs

4.3 Based on the review the following changes are being made to polling places:

Polling district	Previous polling place	New polling place
Adur - AD, AZ	Lancing Parish Hall, South Street, Lancing, BN15 8AJ	St Michael's Church Hall, South Street, Lancing, BN15 8AJ
Adur - AE	The Joyful Whippet Public House, Steepdown Road, Sompting, BN15 0LJ	St. James Church Hall, Mill Road, Lancing, BN15 0PT
Adur - AG	Community Room, The Gateway Centre, West Road, Fishersgate, BN41 1PN	Eastbrook Manor Community Centre, West Road, BN41 1QH
Adur - AM	The Crabtree Inn, 140 Crabtree Lane, Lancing, BN15 9NQ	The Globe Primary Academy, Irene Avenue, Lancing, BN15 9NZ
Worthing -	St. Andrew the Apostle Church,	Richmond Room (adj. To

WC1, WC2	Victoria Road/Clifton Road, Worthing, BN11 1XB	Assembly Hall), Stoke Abbott Road, Worthing, BN11 1HQ
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4.4 These polling places were used during the snap Parliamentary Election in December 2019 and worked well. Further information on all polling places and these proposed changes can be found in the attached appendix.

5. Engagement and Communication

- 5.1 The following groups and individuals were consulted as part of the review:
- Members of Parliament for East Worthing and Shoreham and Worthing West constituencies
 - Adur Councillors
 - Worthing Councillors
 - West Sussex County Councillors
 - Local contacts for political parties
 - Local disability groups including Worthing Mencap, Independent Lives, Guild Care and Sight Support Worthing
 - Community Works distributed information to local community and voluntary sector organisations across Adur and Worthing via their email lists
 - Presiding Officers

Consultation responses can be viewed on the website at <https://www.adur-worthing.gov.uk/polling-review/>

- 5.2 Changes of polling stations will be communicated to electors through their poll card which they are sent before an election. Additional communication will be made with electors in polling district AE as their polling station will now be located outside their polling district.

6. Financial Implications

- 6.1 The cost of hiring polling stations is funded from within existing budgets; and in the case of parliamentary elections, will be recouped from the Government.

7. Legal Implications

7.1 Schedule A1 to the Representation of the People Act 1983 provides the steps that must be included in a statutory review of UK Parliamentary polling districts and polling places.

7.2 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews and the Council is obliged to complete this review by 31st October 2020. Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

Appendices:

Appendix 1 Adur Polling Places Review

Appendix 2 Worthing Polling Places Review

Background Papers

- Schedule A1 to the Representation of the People Act 1983
- <https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

Officer Contact Details:-

Helen Blakeborough

Electoral Services Officer

01903 221301

helen.blakeborough@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Accessibility issues are considered in the allocation of polling places.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Matter considered and no issues identified.

ADUR POLLING STATION REVIEW 2019 - COMMENTS AND ACTIONS TAKEN DURING CONSULTATION

Polling district	Address	PS Review comments	Electoral Services team comments/ comments received outside of review	Action taken	Recommendation
AA, AS, AS1	Scout Hut, Eastern Avenue (Northern End), Shoreham-by-Sea, BN43 6PE	Neither of the polling stations for this ward are within the ward. I would like to see the council buildings midway up the west side of the park considered as an alternative as it is centre of the ward and therefore would be no need to split between 2 polling stations - Cllr Emma Evans email 07/08/2019. My only comment about the polling station where i'm a presiding officer is that there are three stations in a fairly small hall and consequently there is a risk that ballots can find their way into the wrong ballot boxes (it can be difficult to keep an eye on all voters when the hall is busy). Other than that the polling station is fine. I am a presiding officer at the Scout Hut on Eastern Avenue. PO email 12/08/2019		Emailed Environmental Services (13/08/2019) to ask if possible to arrange a viewing of Buckingham Park buildings. No visit arranged but on viewing the outside of the buildings it is clear that it is not a suitable location. There are two steps into the building and it is located quite a way into the park where there is no lighting so this would discourage electors from voting when it is dark.	No change
AB, AT, AT1	Shoreham Free Church Hall, Buckingham Road/Gordon Road, Shoreham-by-Sea, BN43 6WF				No change
AC	Sussex County Football Club, Culver Road, Lancing, BN15 9AX				No change
AD, AZ	Lancing Parish Hall, South Street, Lancing, BN15 8AJ	There can be difficulties getting a suitable room for an election. For the European Parliamentary election in 2019 we had to move rooms during the election because of another booking and we were not able to book the hall for the Widewater by-election in October 2019.	Not always possible to book at short notice and also have been asked to move rooms during election day. St Michael's Church Hall (located next door) have confirmed they would be able to provide all the necessary facilities. The access is good and the premises are suitable for a polling station.	Visited St Michael's Church Hall on 29/08/2019 and met with Church Warden. Hall has good access and premises are suitable for a polling station. The Hall will be used for the first time on 24 October 2019 for the Lancing Parich by-election in Widewater Ward	Change to St Michael's Church Hall, South Street, Lancing
AE	The Joyful Whippet Public House, Steepdown Road, Sompting, BN15 0LJ	As a resident who since 1982 has gone to the Joyful Whippet to vote. What facilities will ADC provide when the Joyful Whippet pub is demolished next year and a development of flats/houses is put there for residents north of a27 to vote. You will lose a proportion of electorates if they have to go across the a27, we only have one bus an hour, many residents are elderly & don't drive. Cokeham resident email 14/08/2019	The Joyful Whippet will soon be closed so an alternative location is required.	Following extensive research no suitable alternative premises were found within the Ward or Polling District	Change polling station to St James the Less Church Hall and use larger room to accommodate two polling stations. It is recognised that this location is not an ideal distance for people to travel it is the only suitable premises nearby. However, The Joyful Whippet will continue to be used for any elections that take place before it closes.
AF	Sompting United Reformed Church Hall, Cokeham Road, Sompting, BN15 0AE				No change
AG	Community Room, The Gateway Centre, West Road, Fishersgate, BN41 1PN	The Polling Station at Fishersgate is absolutely fine and is ideal in many respects. However, for several years, the outside lighting has not been working and this is a hazard in when it starts getting dark.....particularly as voters need to navigate a ramp (PO email 06/08/2019) The PS in West Road has a very steep slope and I have seen elderly folk balk at the thought of using it. It would be better to have a hand rail installed. If not Summer Close SHU would be an alternative. I think the EB Manor Community Centre is a bit too far to go (Cllr Les Alden email 06/08/2019)		Visited Sheltered Accomodation at Summer Close on 05/09/2019. Although it might be possible to locate a polling station here the residents would need to be consulted. The room is also very small with a number of large chairs and the kitchen is located in the room. There is very little parking which is required by carers of the residents. In addition the room is small with no separate kitchen. Following a visit to the Gateway Centre it is considered that this is still a suitable location although the disabled access is not ideal due to the steepness of the ramp. In addition the Academy is hoping to hand the building back to WSCC as it is not used by the school so alternative accommodation will need to be found in the near future. We would also need to check if the light works. We have also explored the possibility of moving back to Eastbrook Manor Community Centre. The building is currently being handed over to a new management company so there is no guarantee of booking at the moment. However, the Communities team at Adur & Worthing Councils confirmed it should be possible to use the building for a polling station in the meantime should it be required.	Move polling station to Eastbrook Manor Community Centre for time being until new organisation is in place. Communities team have confirmed they will encourage new organisation to allow us to use building as a polling station. However, Gateway Centre is suitable if it is not possible to use the Community Centre.

AH	Southwick Methodist Church Hall, Manor Hall Road, Southwick, BN42 4NA				No change
AI	Southwick Community Centre, Southwick Street, Southwick, BN42 4TE	A lot of voters on Butts Road and Whiterock place have to go to the Southwick Centre to vote which is quite a long way and very near the Manor Hall Road PS. Have you tried the Butts Road tenants hall? (Les Alden email 06/08/2019)		Arranged a viewing of Butts Road Tenants Hall on 27/08/2019. On viewing it was considered that the room was not suitable for use as a polling station. It is currently not used and has not been in use for some time. There are mouse traps laid out and it is not clean. There is also a step into the building so no level entrance. It is only a six minute walk to the current polling station at Southwick Community Centre.	No change
AJ, AK	Quayside Youth Centre, Upper Kingston Lane, Southwick, BN42 4RE	I am, currently, a Presiding Officer in the Hillside District, AK 11, Quayside Youth Centre. It houses 2 wards, and the Staff of both have the room to set them up so that it is apparent which ward is which. Access is easily available regardless of ability. As far as the rest facilities are concerned, the clerks and Presiding Officers have the use of an excellent kitchen and restful chairs. The Premises Manager is helpful. All in all, I should imagine that it is one of the most positive places to Preside. Pat Frewin email 06/08/2019			No change
ALA, ALB	St. James Church Hall, Mill Road, Lancing, BN15 0PT				No change
AM	The Crabtree Inn, 140 Crabtree Lane, Lancing, BN15 9NQ		Would like to review this location as some people do not like to enter a licensed premises so an alternative could be Globe Primary School, Irene Avenue. Contacted to ask if possible. Another possible alternative is Boundstone Children and Family Centre. Although it is out of the Ward it is not far from Crabtree Inn.	Two possible locations were identified, Globe Primary School and Boundstone Childrens' Centre. A visit was made to Globe View Primary School on 10/10/2019 and a suitable room with separate access is available for us to use. A visit was also made to Boundstone Children and Family Centre on 03/09/2019 and it would be suitable for a polling station although it is just outside the Ward. They would need to close the nursery for the day but would be willing to do so if the venues is considered the best alternative to the Crabtree Inn.	Change polling station to Globe Primary School.
AN	Function Room, The Harbour Club, Harbour Way, Shoreham-by-Sea, BN43 5HG	The facility is generally good and well thought out, although being upstairs does provide some challenges. For example, voters who were not members of the club used it as an opportunity to get onto the balcony for a look, which was a little distracting and intrusive to people who were casting their vote on that side of the room. However, if you want a relaxed atmosphere and to encourage young people to vote in the future, it is obviously one of the things to be managed at that location. PO email 07/08/2019	This polling station is not centrally located and therefore not easy for electors at the west end of Shoreham Beach to get to. Alternative location would be Shoreham Beach Primary School.	Shoreham Beach Primary have been contacted but they strongly oppose using the school as a polling station due to disruption the week before SATs. Church of the Good Shepherd also contacted to ask if possible to use but confirmed that they have events every day so not possible to use	No change
AO	Shadwells Court Meeting Room, Shadwells Road, Lancing, BN15 9ER	There is an issue in Mash Barn ward. There are 2 polling stations, one at Shadwells Ct and the other at Monks Hall. The allocation of polling stations means there are people who need to walk further than they need to, i.e allocated the wrong polling station by distance. Everyone to the West of Grinstead Lane and North of Crabtree Lane (Orchard Ave, Orchard Way, Grand Ave, First Ave, Second Ave and Eighth avenue) are allocated Shadwells Rd polling station, yet Monks Hall is closer, much closer in some cases. It results in people often visiting the wrong polling station and in other cases choosing not to bother. Cllr Cowan email 08/08/2019		Changing boundary between districts would achieve very little and there are many areas where people have to walk past one polling station to get to their own. It is noted that a suitable location at the New Monks Farm Hall housing development may need to be found beefore the next review in five years time but this will be located when necessary.	No change

AO1	Monks Farm Hall, North Road, Lancing, BN15 9BB	There is an issue in Mash Barn ward. There are 2 polling stations, one at Shadwells Ct and the other at Monks Hall. The allocation of polling stations means there are people who need to walk further than they need to, i.e allocated the wrong polling station by distance. Everyone to the West of Grinstead Lane and North of Crabtree Lane (Orchard Ave, Orchard Way, Grand Ave, First Ave, Second Ave and Eighth avenue) are allocated Shadwells Rd polling station, yet Monks Hall is closer, much closer in some cases. It results in people often visiting the wrong polling station and in other cases choosing not to bother. Cllr Cowan email 08/08/2019			No change
AP	Harriet Johnson Centre, Loose Lane, Sompting, BN15 0BG				No change
AQ	St. Peter's Church Hall, Bowness Avenue, Sompting, BN15 9TS				No change
AR	Shoreham Centre, Pond Road, Shoreham-by-Sea, BN43 5WU				No change
AU, AV	Day Centre, Milward Court, Wilmot Road, Shoreham-by-Sea, BN43 6BU	I wish to express my support for the continued use of Milward Court, Wilmot Road, as a Polling Station. It is the only community centre in Southlands Ward, and as it's part of a block of sheltered accommodation it is highly accessible to our older and disabled residents. It is also located right in the most densely populated area of the Ward by all the blocks of flats. Cllr Stainforth email 07/08/2019			No change
AW, AX	St. Michael's Church Hall, Church Lane, Southwick, BN42 4GB				No change
AY	Recreation Room, Broadway Park, Lancing, BN15 8NP				No change

WORTHING POLLING STATION REVIEW 2019 - COMMENTS AND ACTIONS TAKEN DURING CONSULTATION

Polling district	Address	PS Review comments	Electoral Services team comments/ comments received outside of review	Action taken	Recommendation
WA1, WA2	Broadwater Baptist Church, Dominion Road, Worthing, BN14 8JL				No change
WA3, WE1, WE2, WJ1	Offington Park Methodist Church, South Farm Road, Worthing, BN14 7TN	The withdrawal of the Worthing football ground station has inhibited voters, many cannot get to OPMC as the sole polling station. (Cllr Jenkins email 06/08/2019)		There are two possible alternative locations - Worthing Football Club and The Glynn Owen Centre. Contact has been made with WSCC about using Glynn Owen Centre who have confirmed that the centre is not able to accommodate a polling station and there is very little parking and the access road is very narrow. There is also very little parking on the busy road outside. Contact was also made with Worthing Football Club who confirmed that the building we previously used as a polling station had now been leased to a private gym. We have contacted the owner of the gym who has confirmed it is not possible to use the area as classes run daily and cannot be cancelled. There is also no kitchen.	No change
WA4, WA5	Scout Headquarters, St. Andrews Boys High School, Sackville Road, Worthing, BN14 8BQ		A Presiding Officer commented that there is no outside lighting except for weak porch light which points downwards. Floodlight would be useful as otherwise it is uninviting and potentially hazardous after nightfall.		No change but look at improving lighting
WB1, WB3	St. Richards Church, Collingwood Road, Worthing, BN12 6HZ	Lionel Harman comment from WBC May 2019 election (email to Alex Bailey) - There are currently two, one at St Richards Church and the other at the football club at Palatine Park, this makes it hard to man on election days, and also means some Residents walk past one polling station to get to the other. Historically there was only one at the local school, this changed about 5 years ago so the children's lessons weren't disrupted. Is it possible to review this situation and combine the 3 polling areas in Castle and relocate them all at the football club where there is plenty of room and parking.		On looking at the location of the polling stations it was considered that Palatine Park Football Ground would be too far for electors in WB3 and that St Richard's is a more suitable location. We investigated the use of the ramp and will provide a ramp ourselves at this location to ensure it is safe.	No change but provide new ramp and better lighting.
		There is an inadequate timber access ramp which is difficult for wheel chair users and ambulant persons alike, possibly to the point of dangerous (I expect it would be view as so following an accident). Lighting is poor in the evenings and notable for those with poorer eye sight. No microwave available to be able to have warm/hot food though out the day. Church layout is awkward, but workable. Doesn't fit the standard layout! PO email 07/08/2019			
WB2	Palatine Park Football Centre, Palatine Road, Worthing, BN12 6JN				No change

WC1, WC2	St. Andrew the Apostle Church, Victoria Road/Clifton Road, Worthing, BN11 1XB		When I worked at St Andrews church in the Worthing central ward it was cold and dark. We also made the church unsuitable for anyone to use. However, there was a room at the back which was large, light and warm. I would strongly suggest we use this next time. PO email 20/08/2019	A visit was made to the Church on 27/08/2019 to look at Church Hall to check suitability. Whilst the hall is a good size and light, the access is not ideal. The Church Warden showed us the side access which can be accessed by a wheelchair, however the path is narrow and very slippery when wet. There would also be very little space for tellers and it is likely that they would obstruct and could be intimidating for voters. The best entrance would be for electors to enter via the main entrance of the church but it is quite a distance to get from the main door to the hall and a ramp would have to be fitted for two stairs. Whilst the ramp would make it accessible for wheelchairs it is not suitable for people who have difficulty walking as it is quite steep. Whilst the church would be happy for us to continue to use the Church itself and allow us to provide our own additional lighting and heating, it is felt that an alternative venue would be preferable. With this in mind the Richmond Room, adjacent to the Assembly Hall, has been considered and fulfils all necessary requirements.	Change to Richmond Room, adj. Assembly Hall
WC3	Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS				No change
WD1, WD2, W11, W12	Durrington Community Centre, 2 Romany Road, Worthing, BN13 3FJ				No change
WF1, WF3	The Barn, English Martyrs Church, Goring Way, Goring-by-Sea, BN12 4UE	We have often received feedback from residents in the southern part of Marine and Goring wards saying that they are the furthest point away from the current polling places in Ripley Rd, Barrington Rd and Goring Way. Indeed I have received feedback from older and more vulnerable residents that they have stopped voting because they struggle to walk to the polling place and don't want/trust postal votes. It was suggested to me that St Laurence's church could be an ideal polling place for Goring and Marine due to its location. It could serve the southern and less mobile residents of both these wards. As another note, the current Ripley Road polling place is awful for parking especially during the rush hours and when the school lan opening/closing. Cllr Crouch email 07/08/2019 I was placed at St John's Church (Ripley Road) and as always the venue were very accommodating and had everything we needed to ensure we were comfortable and able to facilitate the service on the day. PO email 16/08/2019		It was considered that electors in WF3 and WH1 may prefer a polling station at St Laurence Church Hall. Contact was made with St Laurence Church Hall but a response was received to say that they are fully booked and unable to help. In addition some residents in WF3 and WH1 are located closer to their current polling station so this would mean they have to travel further.	No change
WF2	Goring URC, Barrington Road, Worthing, BN12 4EA				No change
WG1, WG2, WG3	Heene Community Centre, 122 Heene Road, Worthing, BN11 4PL				No change

WH1, WH2	St. Johns Church Hall, Ripley Road, Worthing, BN11 5NQ	We have often received feedback from residents in the southern part of Marine and Goring wards saying that they are the furthest point away from the current polling places in Ripley Rd, Barrington Rd and Goring Way. Indeed I have received feedback from older and more vulnerable residents that they have stopped voting because they struggle to walk to the polling place and don't want/trust postal votes. It was suggested to me that St Laurence's church could be an ideal polling place for Goring and Marine due to its location. It could serve the southern and less mobile residents of both these wards. As another note, the current Ripley Road polling place is awful for parking especially during the rush hours and when the school lan opening/closing. Cllr Crouch email 07/08/2019 I was placed at St John's Church (Ripley Road) and as always the venue were very accommodating and had everything we needed to ensure we were comfortable and able to facilitate the service on the day. PO email 16/08/2019		It was considered that electors in WF3 and WH1 may prefer a polling station at St Laurence Church Hall. Contact was made with St Laurence Church Hall but a response was received to say that they are fully booked and unable to help. In addition some residents in WF3 and WH1 are located closer to their current polling station so this would mean they have to travel further.	No change
WJ2	Findon Valley Free Church, 1/11 Lime Tree Avenue, Worthing, BN14 0DJ				No change
WK1, WK2	Function Room, The John Selden, Half Moon Lane, Worthing, BN13 2EN		Would like to review this location although no obvious alternative. Larger ramp required for disabled access. Need to ensure tables and chairs are removed from room as otherwise space is cramped. Car park access is difficult and only 16 spaces. Hazard tape required for steps. No kitchen facilities.	This location was only changed for the 2 May 2019 elections. At this time other locations were sought and Durrington Working Mens Club and the RAF club were visited but both had unsuitable disabled access. Having held two elections at this location we will now be able to iron out any initial problems for future locations. Should there be any further issues we will look again at other locations in case anything should have changed.	No change but provide extra poll clerk for door in case of bad weather and larger ramp
WK3	St. Michaels Church, Hayling Rise, Worthing, BN13 3AL				No change
WL1, WL2	East Worthing Community Centre, Pages Lane, Worthing, BN11 2NQ				No change
WM1 (Parliamentary only)	St Andrew's Church, Church Road, Worthing, BN13 1HQ				No change
WM1, WM2	Tarring Priory Bowls Club, Church Road, Tarring, Worthing, BN13 1HQ	As Tarring Councillor I fully support the current polling station , however I feel a couple of improvements are necessary to ensure it is fully accessible. The lighting leading up to the Polling Station is very poor and would benefit from enhancements in addition the doors to the bowling club are very narrow with a difficult 'lip' for a number of wheel chair or buggy users. Every other aspect of the polling station is perfect and I would not want to see a return to the church or the school neither of which are ideal. Cllr Smytherman email 06/08/2018			No change

