



Public Consultation Document
Polling District and Polling Places Review
For the Borough of Runnymede
September 2024

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Background

Section 16 of The Electoral Administration Act 2006 introduced several changes to the Representation of the Peoples Act 1983 in respect of the way in which reviews of polling districts and polling places must be undertaken.

Under the Representation of the People Act 1983, the Council is required to divide its geographical area into polling districts and to keep these districts under review. In doing so, the Council must give all electors such reasonable facilities for voting as are practicable in the circumstances. Wards should therefore be divided into as many polling districts as are appropriate to give reasonable voting facilities. As far as possible, districts should have reasonable numbers of electors to facilitate the efficient running of polling stations. The establishment of polling districts is a matter for the Council to decide and the determination of premises to be used as polling stations is a matter for the Returning Officer for elections.

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. A review must be conducted in the 16 months beginning 1 October 2013 and then in the 16 months beginning 1 October every fifth year after that – i.e., 2018, 2023, 2028 etc. Therefore, the next compulsory review must now be started and completed between 1 October 2023 and 31 January 2025 (inclusive).

First Review

In compliance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, every Council in England and Wales must have undertaken and completed a review of all the polling districts and polling places in its area by 31 December 2007, which accordingly were undertaken in Runnymede in September 2007, 2010, 2013 and 2019.

Subsequent reviews

The Council last undertook a formal review during the autumn of 2019. Therefore, it is necessary to conduct a full review to comply with the compulsory review timetable which will take place from 2 September 2024 and conclude by 1 December 2024 to coincide with the publication of the Register of Electors.

Definitions

a) Parliamentary Constituency

The area designated by the Boundary Commission having separate representation in the House of Commons. This cannot be changed by the review. The division of the constituency into polling districts and polling places is the subject of the review.

b) Polling Districts

The geographical area is a sub-division of a constituency, ward, or division into smaller parts within which a polling place can be determined, which is within easy reach of all electors from across the polling district.

c) Polling Places The building or area in which polling stations will be selected by the Returning Officer.

d) Polling Station

The actual room or area where voting takes place. This must be located within the polling place and designated for that particular polling district. This function is the responsibility of the Returning Officer.

The Review Process

The Council is required to publish notice of the holding of a review.

This has been carried out by way of a public notice posted at the Civic Centre, Addlestone and on the Council's website.

2 September 2024	Start the review by posting the review notice – Consultation period commences
As soon as possible after 2 September 2024	Publish the Returning Officer's Submission
1 October 2024	Consultation period concludes
15 October 2024	Final recommendations
21 November 2024	Corporate Management Committee agree the recommendations
1 December 2024	Re-publish the register

Criteria for Polling Places and Polling Districts

There are several factors to take into account when considering polling districts and polling places. Guidance from the Electoral Commission lists the following key considerations:

Regarding polling district boundaries:

- **Boundaries:** Are they well defined? For example, do they follow the natural boundaries of an area? If not, is it clear which properties belong in the polling district?
- **Location:** Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, impassable main roads, railway lines, rivers?

With regard to polling places:

The location: Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major road, rivers etc.? Are there any convenient transport links?

- **Size:** Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place ample enough to accommodate all voters going into and out of the polling stations, even where there is a high turnout?
- **Suitability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development? Is the building accessible to all those entitled to attend the polling place? The Electoral Commission also supplies a number of templates to use to assess the suitability of polling place facilities.

The Electoral Commission further advises that location, size and layout of any polling place/station must be a key consideration when deciding on the number of electors to be allocated to a polling station. In conducting this review, it is proposed that, as far as possible, no more than 2,000 voters should be assigned to each polling station for elections and referenda, to ensure efficiency. In the event of a combined and/or Parliamentary Election, given more complex arrangements and higher voter turnout, it is proposed that these levels will be reduced.

Consideration has also been given to the increased possibility of confusion and delays occurring where polling stations for more than one ward are allocated in the same building. It is therefore, suggested that, as far as is reasonably practical, polling stations for different wards should not be in the same polling place.

Inevitably there will be an element of compromise between the different factors involved in reviewing polling places and polling district boundaries, and indeed the Electoral Commission acknowledges this as follows: "In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities etc.) and the proximity of the building to the electors. When deciding, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind their decision".

Where, because of local circumstances a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors.

The Role of the Returning Officer

The Council is required to consult the Returning Officer for every Parliamentary Constituency that is wholly or partly within its area. This means that the Returning Officer for the Borough of Runnymede must consult the Returning Officer for the Royal Borough of Windsor and Maidenhead in respect of Englefield Green East, Englefield Green West and Virginia Water Wards, within the proposed Parliamentary constituency for the new Windsor Constituency.

Other Representations

In reviewing polling districts and polling places, the Council is required actively to seek representations from such persons as it thinks have particular expertise in relation to: Access to premises; or facilities for persons who have different forms of disability.

Such persons must be given the opportunity to make representations and to comment on the representations made by the Returning Officer.

Summary of Consultees

Achieve Lifestyle
Addlestone Baptist Church
Addlestone Community Centre
Addlestone Library
Addlestone Salvation Army
All Saints New Haw
Beacon Church
Chertsey and Addlestone Good Neighbours
Chertsey Library

Chertsey Museum
Chertsey WI
Christ Church Ottershaw
Egham Library
Egham Museum
Egham Resident's Association
Egham WI
Englefield Green Village Residents' Association
Forest Estate Community Hub
Hamm Court Residents' Association
Heathervale Baptist Church
Hebrews Café, Addlestone
Just a helping hand
King's Church Addlestone
Laleham Reach Residents' Association
Lyne Village Hall
New Haw Community Centre
New Haw Library
Ottershaw Neighbourhood Forum
Ottershaw Village Hall
Ottershaw WI
OWAIRA
River Bourne
Royal Holloway Voluntary Dept
Runnymede Foodbank
Runnymede Muslim Society
St John's Church Egham
St Pauls Church C of E - Addlestone
St Pauls, Egham Hythe
Stroude Residents Association
Surrey Community Action
Surrey Libraries
The Lit - Egham
The Runnymede Family Centre
Thorpe Village Hall
Thorpe Ward Residents Association
United Church of Egham
Village Centre
Virginia Water Library
Voluntary Support North Surrey
Wentworth Residents' Association
All the current and proposed polling stations

In addition, any elector in the constituency may make representations on the designation of polling places to the Council.

Completion of the review

On completion of a review, the Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

In addition, the Council must publish:

- all correspondence sent to the Returning Officer in connection with the review.
- all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
- all representations made by any person in connection with the review.
- the minutes of any meetings held by the council where details of the review have been considered.
- details of the actual designations of polling districts and polling places agreed as a result of the review; and details of where the results of the review have been published.

Challenge of review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a Council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

Who may make a representation to the Electoral Commission?

Section 18D (1) of the Representation of the People Act 1983, sets out who may make representations to the Electoral Commission namely.

- not less than thirty registered electors in the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons.
- In England, any parish council which is wholly or partly situated within the constituency (or parish meeting where there is no council).

Also, the Returning Officer may make observations on any representations made to the Commission.

Review by the Electoral Commission

The Electoral Commission is required to consider any such representations and observations and may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review.

Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

Proposal

The publication of the consultation document contains details of current polling district and polling places for each of the 14 Wards within the Borough of Runnymede, along with the details of any proposed changes.

This document will be supplied to Members of the Borough Council and County Councillors, political parties and to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. This document will also be posted on the Council's website www.runnymede.gov.uk/elections

Any persons wishing to make comments or representations regarding the proposals may do so.

Any representations you wish to make should be received by **5pm Tuesday 1 October 2024**.

All representations should be sent via email to elec.services@runnymede.gov.uk. If you prefer you can send your representations to:

Electoral Services
Runnymede Borough Council
Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH

All representations will be published on the Council's website as soon as possible after receipt, even if you have already commented on the proposals; you may make further submissions in response to views and comments you see on the website.

The Council will make final decisions on **15 October 2024** and will be published after **21 November 2024**.

The new Register of Electors containing any revised polling districts will be published on 1 December 2024.

Any new polling districts and polling places will become effective at all elections held after this date. Electors will be notified in writing if there have been any changes to their polling place.

RETURNING OFFICERS RECOMMENDATIONS

The only recommendation is to create an additional polling station at the Woodham and New Haw Day Centre as the current electorate exceeds the threshold recommended by the Electoral Commission. No other changes are suggested as Polling Places are reviewed every year prior to the May elections.

Polling District	Polling Place	Polling Station Electors 2 May 2024	Recommendations	Constituency	Managing Authority
AN1	Surrey Muslim Centre, Albert Road, KT15 2PX	1217	Unchanged	Runnymede & Weybridge	Runnymede
AN2	Baptist Church Hall, Crouch Oak Lane, KT15 2AN	1345	Unchanged	Runnymede & Weybridge	Runnymede
AN2	Baptist Church Hall, Crouch Oak Lane, KT15 2AN	1226	Unchanged	Runnymede & Weybridge	Runnymede
AS1	Church of Jesus Christ Latter Day Saints, Weybridge Road, Addlestone, KT15 2QS	815	Unchanged	Runnymede & Weybridge	Runnymede
AS3	Addlestone Community Centre, Garfield Road, KT15 2NJ	1216	Unchanged	Runnymede & Weybridge	Runnymede
AS3	Addlestone Community Centre, Garfield Road, KT15 2NJ	1312	Unchanged	Runnymede & Weybridge	Runnymede
AS4	Sayes Court School, Sayes Court Farm Drive, KT15 1NB	800	Unchanged	Runnymede & Weybridge	Runnymede
CR1, CR3	Abbey Rangers FC, Addlestone Moor, Addlestone, KT15 2QH	1088	Unchanged	Runnymede & Weybridge	Runnymede
CR2	Chertsey Hall, Heriot Road, Chertsey, KT16 9DR	1626	Unchanged	Runnymede & Weybridge	Runnymede
CR4	Army Reserve Centre, Drill Hall Road, Chertsey, KT16 8EN	1241	Unchanged	Runnymede & Weybridge	Runnymede
CS1	Chertsey Museum, The Cedars, 33 Windsor Street, KT16 8AT	1630	Unchanged	Runnymede & Weybridge	Runnymede
CS2	Pycroft Grange Primary School, Pycroft Road, KT16 9EW	1369	Unchanged	Runnymede & Weybridge	Runnymede

CS3	Army Reserve Centre, Drill Hall Road, Chertsey, KT16 8EN	1115	Unchanged	Runnymede & Weybridge	Runnymede
EGE1	Jurgens Centre, Adj to the Catholic Church, 91 Harvest Road, TW20 0QR	1432	Unchanged	Windsor	RBWM
EGE2	Students Union Building, Royal Holloway University of London, Egham Hill, TW20 0EX	1160	Unchanged	Windsor	RBWM
EGW1	Forest Estate Community Hub, 57 Larchwood Drive, Englefield Green, TW20 0SL	1620	Unchanged	Windsor	RBWM
EGW1	Forest Estate Community Hub, 57 Larchwood Drive, Englefield Green, TW20 0SL	1510	Unchanged	Windsor	RBWM
EH1	Hythe Centre, Thorpe Road, Staines, TW18 3HD	1768	Unchanged	Runnymede & Weybridge	Runnymede
EH1	Hythe Centre, Thorpe Road, Staines, TW18 3HD	1616	Unchanged	Runnymede & Weybridge	Runnymede
EH2, EH3	Hythe Centre, Thorpe Road, Staines, TW18 3HD	826	Unchanged	Runnymede & Weybridge	Runnymede
ET1, ET5	Egham Youth and Community Centre, 185 High Street, TW20 9DY	1595	Unchanged	Runnymede & Weybridge	Runnymede
ET2	Egham Youth and Community Centre, 185 High Street, TW20 9DY	1493	Unchanged	Runnymede & Weybridge	Runnymede
ET3, ET4	Egham Youth and Community Centre, 185 High Street, TW20 9DY	877	Unchanged	Runnymede & Weybridge	Runnymede
LLC1	Lyne Village Hall, Lyne Lane, Lyne, KT16 0AN	1384	Unchanged	Runnymede & Weybridge	Runnymede
LLC2	Meadowcroft Community Infant School, Little Green Lane, KT16 9PT	1085	Unchanged	Runnymede & Weybridge	Runnymede
NH1	New Haw Community Centre, 65 Woodham Lane, New Haw, KT15 3ND	1339	Unchanged	Runnymede & Weybridge	Runnymede
NH1	New Haw Community Centre, 65 Woodham Lane, New Haw, KT15 3ND	1422	Unchanged	Runnymede & Weybridge	Runnymede
NH1	New Haw Community Centre, 65 Woodham Lane, New Haw, KT15 3ND	1265	Unchanged	Runnymede & Weybridge	Runnymede
OS1	Ottershaw Village Hall, Brox Road, KT16 0HG	1306	Unchanged	Runnymede & Weybridge	Runnymede
OS1	Ottershaw Village Hall, Brox Road, KT16 0HG	1233	Unchanged	Runnymede & Weybridge	Runnymede

OS2, OS3, OS4	Addlestone Youth Centre, Church Road, Addlestone, KT15 1SH	1574	Unchanged	Runnymede & Weybridge	Runnymede
TH1	Thorpe Village Hall, Coldharbour Lane, Thorpe, TW20 8TE	774	Unchanged	Runnymede & Weybridge	Runnymede
TH2	Mobile Unit - Truss's Island, Chertsey Lane, Staines	942	Unchanged	Runnymede & Weybridge	Runnymede
TH3	Mobile Unit - Ashleigh Avenue, (Off Warwick Avenue), Thorpe, TW20 8LB	1391	Unchanged	Runnymede & Weybridge	Runnymede
TH4	Penton Community & Social Centre, The Lane, Penton Park, KT16 8QP	529	Unchanged	Runnymede & Weybridge	Runnymede
VW1	Old Church Hall, Rear of Station Parade, GU25 4AB	1144	Unchanged	Windsor	RBWM
VW2, VW4	Old Church Hall, Rear of Station Parade, GU25 4AB	1133	Unchanged	Windsor	RBWM
VW3	Virginia Water Community Centre, Beechmont Avenue, Virginia Water, GU25 4EY	1105	Unchanged	Windsor	RBWM
WR1	Woodham & New Haw Day Centre, Amis Avenue, KT15 3ET	2,125	Create an additional polling station in the day centre	Runnymede & Weybridge	Runnymede
WR1	Woodham & New Haw Day Centre, Amis Avenue, KT15 3ET				
WR3	Holy Family Parish Centre, Spinney Oak, Ongar Hill, KT15 1BP	1881	Unchanged	Runnymede & Weybridge	Runnymede

The Returning Officer recommends the following amendments to the Polling Districts.

- Rename AS3 to AS2 and AS4 to AS3
- Move OS4 polling district into WR3 which is the nearest polling district - There is only one property on Ongar Hill in this polling district and it makes sense to add this to another one instead of being a standalone.
- WR3 Polling District - rename this to WR2