Public Consultation Document
Polling District and Polling Places Review
For the Borough of Runnymede
September 2019

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Returning Officer
Runnymede Borough Council
Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH
Background

Section 16 of The Electoral Administration Act 2006, introduced a number of 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.

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 of the polling districts and polling places in its area by 31 December 2007, which accordingly was undertaken in Runnymede in September 2007.

Subsequent reviews

Following the first review, the Council must then complete a further review of polling districts and polling places before the end of the period of four years starting with the completion of the previous review. The Council has completed further reviews of polling districts and polling places in 2010 and 2013.

The Electoral Registration and Administration Act 2013 introduced a change in timing of compulsory reviews. The next compulsory Polling District and Polling Places Review must now be started and completed between 1 October 2018 and 31 January 2020.

The Council last undertook a formal review during the latter part of 2013 and the early part of 2014. The Local Government Boundary Commission for England (LGBCE) recently concluded an Electoral Review of the Borough. The final recommendations of the LGBCE were that there should be changes to the wards in the Borough and this resulted in an alteration to the electoral boundaries.

In line with the timetable set out in the Representation of the People Act 1983 the Council could have commenced its compulsory review on 1 October 2018 but it was decided to await the outcome of the Electoral Review.

The Electoral Review made some alterations to electoral boundaries and an interim review was carried out between October 2018 and February 2019 to ensure that they were suitable for the Borough Elections scheduled for May 2019.

Therefore, it is necessary to carry out a full review to comply with the compulsory review timetable which will take place from 6 September 2019 and conclude by 1 December 2019 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 September 2019</td>
<td>Start the review by posting the review notice – Consultation period commences</td>
</tr>
<tr>
<td>As soon as possible after 6 September 2019</td>
<td>Publish the Acting Returning Officer’s Submission</td>
</tr>
<tr>
<td>7 October 2019</td>
<td>Consultation period concludes</td>
</tr>
<tr>
<td>21 October 2019</td>
<td>Final recommendations</td>
</tr>
<tr>
<td>14 November 2019</td>
<td>Corporate Management Committee agree the recommendations</td>
</tr>
<tr>
<td>1 December 2019</td>
<td>Re-publish the register</td>
</tr>
</tbody>
</table>

Criteria for Polling Places and Polling Districts

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

With regard to 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:

  - **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 located 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 making a decision, 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 Spelthorne in respect of Thorpe (TH1, 2, 3) Virginia Water (VW4) and Egham Hythe (EH 3), Egham Town (ET4) Wards, within the proposed Parliamentary constituency for Runnymede and Weybridge.

**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 Trust  
Addlestone and Ottershaw Good Neighbours  
Addlestone Baptist Church  
Addlestone Community Association  
Addlestone Methodist Church  
Addlestone Youth Centre  
All Saints Church
Alzheimer's Society
Beacon Church
Bishopsgate Evangelical Church
Bosher's Allotment Association
Brox End Nursery Residents Association Brox Lane Residents Association
Chertsey (South) Residents Association
Chertsey Agricultural Association
Chertsey Combined Charity
Chertsey Good Neighbours
Chertsey Hub
Christ Church Ottershaw
Christ Church Virginia Water
Christian Science Church
Church of Jesus Christ of Latter Day Saints
Clarence Lodge Residents Association
Clockhouse Mushrooms
Egham & Staines Community Volunteers
Egham & Thorpe Royal Agricultural & Horticultural Society
Egham Employment Agency
Egham Gardens and Allotments Association
Egham Museum Trust
Egham Residents' Association
Egham Riverside Residents Association
Egham Round Table
Egham United Charity
Eileen Tozer Day Centre
Englefield Green Village Residents' Association
Equippers Church
Forest Estate Community Hub
Friends of St Peter's Hospital
Friends of the Hythe
Hamm Court Residents Association
Heather Drive Residents Association
Heathervale Baptist Church
Holy Family RC Church
Holy Trinity Church (Lyne & Longcross)
Hurst Lane Resident's Association
Hythe Community Church
Isosceles Finance Ltd
Jubilee Church
Laleham Reach Residents' Association
Learning Disabilities Forum
New Haw & Woodham Community Association
Ottershaw Park Estate Company Ltd
Ottershaw Social Club
Ottershaw Women's Institute
Parish of St Cuthbert, Egham
Religious Society of Friends (Quakers)
Residents Against Gravel Extraction
Rotary Club of Chertsey Charities Fund
Royal Holloway Students Union
Runnymede Access Liaison Group
Runnymede CAB
Runnymede Christian Fellowship
Runnymede Council Residents' Association
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 Monday 7 October 2019**.

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 **21 October 2019** and will be published after **14 November**.

The new Register of Electors containing any revised polling districts will be published on 1 December 2019.

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.
The recommendation is that the Polling Place for each polling district is coterminous with the polling district, apart from CR2, CR3, CR4, EH2, EH3, ET1, ET3, ET5, OS3, OS4, VW4 and WR3 where the proposed polling place will be coterminous with the proposed polling station.

<table>
<thead>
<tr>
<th>Polling Districts</th>
<th>Current Polling Station</th>
<th>Elector Count (as at 3 May 2019)</th>
<th>Recommendations</th>
<th>Proposed Constituency</th>
</tr>
</thead>
<tbody>
<tr>
<td>AN1</td>
<td>Surrey Muslim Centre , Albert Road, KT15 2PX</td>
<td>1160</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>AN2</td>
<td>Baptist Church Hall, Crouch Oak Lane, KT15 2AN</td>
<td>3133</td>
<td>Recommendation is to use existing polling station (2 stations in building)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>AS1</td>
<td>The Mobile Unit - Hamm Court, Weybridge Road, Addlestone</td>
<td>210</td>
<td>Recommendation is to relocate to Church of Jesus Christ Latter Day Saints, Weybridge Road (subject to confirmation from the premises) and combine PD with AS2</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>AS2</td>
<td>Surrey Muslim Centre , Albert Road, KT15 2PX</td>
<td>868</td>
<td>Recommendation is to relocate to Church of Jesus Christ Latter Day Saints, Weybridge Road and combine PD with AS1</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>AS3</td>
<td>Darley Dene Primary School, Garfield Road, KT15 2NP</td>
<td>2864</td>
<td>Recommendation is to relocate to the Addlestone Community Centre (2 stations in building)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>AS4</td>
<td>Sayes Court School, Sayes Court Farm Drive, KT15 1NB</td>
<td>961</td>
<td>Recommendation is to use existing polling station - no viable alternatives in PD</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>Code</td>
<td>Location</td>
<td>Polling Station Number</td>
<td>Recommendation</td>
<td>Runnymede and Weybridge</td>
</tr>
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</tr>
<tr>
<td>CR1, CR3</td>
<td>Philip Southcote School, Addlestone Moor, KT15 2QH</td>
<td>1322</td>
<td>Abbey Rangers FC, Addlestone Moor (would need to check if available at short notice)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>CR2</td>
<td>Chertsey Hall, Heriot Road, Chertsey, KT16 9DR</td>
<td>1612</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>CR4</td>
<td>St. Anne's Catholic Primary School, Free Prae Road, KT16 8ET</td>
<td>1460</td>
<td>Recommendation is to relocate to ARC, Drill Hall Road</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>CS1</td>
<td>The Mobile Unit - Abbeyfields, Windsor Street, KT16 8PS</td>
<td>1923</td>
<td>Recommendation is to use existing polling station until Scout Hut on Staines Lane is built</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>CS2</td>
<td>Pyrcroft Grange Primary School, Pyrcroft Road, KT16 9EW</td>
<td>1667</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>CS3</td>
<td>St. Anne's Catholic Primary School, Free Prae Road, KT16 8ET</td>
<td>1279</td>
<td>Recommendation to relocate to ARC, Drill Hall Road unless unable to relocate CR4 polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>EGE1</td>
<td>The Jurgens Centre, Adj to the Catholic Church, 91 Harvest Road, TW20 0QR</td>
<td>1736</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>EGE2</td>
<td>Arts Building Room G3, RHUL, Egham Hill, TW20 0EX</td>
<td>1220</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>EGW1</td>
<td>St Peters Centre, Corby Drive, Englefield Green, TW20 0RX</td>
<td>3706</td>
<td>Recommendation is to use existing polling station (2 stations in building)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>EH1</td>
<td>The Hythe Centre, Thorpe Road, Staines, TW18 3HD</td>
<td>4010</td>
<td>Recommendation is to use existing polling station (2 stations for this polling district in building)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>EH2</td>
<td>The Hythe Centre, Thorpe Road, Staines, TW18 3HD</td>
<td>690</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>ET1</td>
<td>The Egham Band Hall, Waspe Farm Car Park, Station Road, TW20 9LF</td>
<td>1776</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>Code</td>
<td>Location</td>
<td>Polling Stations</td>
<td>Recommendation</td>
<td>Location</td>
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<td>------</td>
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</tr>
<tr>
<td>ET2, ET3</td>
<td>The Egham Band Hall, Waspe Farm Car Park, Station Road, TW20 9LF</td>
<td>2472</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>ET5</td>
<td>Egham Cricket Club Pavilion, Vicarage Road, TW20 8NP</td>
<td>28</td>
<td><strong>Recommendation is to combine with Egham Band Hall ET1 at Parliamentary elections and use existing polling station at non-Parliamentary elections</strong></td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>LLC1</td>
<td>Lyne Village Hall, Lyne Lane, Lyne, KT16 0AN</td>
<td>1274</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>LLC2</td>
<td>Meadowcroft Community Infant School, Little Green Lane, KT16 9PT</td>
<td>1306</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>NH1</td>
<td>New Haw Community Centre, 65 Woodham Lane, New Haw, KT15 3ND</td>
<td>2866</td>
<td>Recommendation is to use existing polling station and combine polling district with NH2 with three polling stations Community Centre</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>NH2</td>
<td>Heathervale Baptist Church, Heathervale Road, KT15 3NW</td>
<td>2079</td>
<td><strong>Recommendation is to combine polling districts with NH1 with three polling stations at New Haw Community Centre</strong></td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>OS1</td>
<td>Ottershaw Village Hall (formerly Brook Hall), Brox Road, KT16 0HG</td>
<td>2959</td>
<td>Recommendation is to use existing polling station (2 stations in building)</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>OS2, OS3, OS4</td>
<td>Addlestone Youth Centre, Church Road, Addlestone, KT15 1SH</td>
<td>1873</td>
<td>Recommendation is to use existing polling station. OS3 and OS4 to Ongar Place at County election</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>TH4</td>
<td>Penton Community And Social Centre, The Lane, Penton Park, KT16 8QP</td>
<td>651</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>VW1</td>
<td>The Old Church Hall , Rear Of Station Parade, GU25 4AB</td>
<td>1493</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>VW2</td>
<td>St. Ann`s Heath Junior School, Sandhills Lane, GU25 4DS</td>
<td>1224</td>
<td>Recommendation is to use existing polling station - no viable alternatives in PD. Geography prevents combination with VW1 and VW3. VW4 would be combined here at non Parliamentary elections.</td>
<td>Runnymede and Weybridge</td>
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</tr>
<tr>
<td>VW3</td>
<td>Virginia Water Community Centre, Beechmont Avenue, Virginia Water, GU25 4EY</td>
<td>1395</td>
<td>Recommendation is to use existing polling station</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>WR1</td>
<td>Fullbrook School, Selsdon Road, KT15 3HW</td>
<td>1309</td>
<td>Recommendation to relocate to Woodham and New Haw Day Centre and combine PD with WR2. There would be two polling stations in the Day Centre.</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>WR2</td>
<td>New Haw Community School, The Avenue, New Haw, KT15 3RL</td>
<td>1429</td>
<td>Recommendation to relocate to Woodham and New Haw Day Centre and combine PD with WR1. There would be two polling stations in the Day Centre.</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>WR3</td>
<td>Ongar Place Primary School, Milton Road, KT15 1NY</td>
<td>2286</td>
<td>Recommendation to relocate to Holy Family Church.</td>
<td>Runnymede and Weybridge</td>
</tr>
<tr>
<td>Code</td>
<td>Location</td>
<td>Code</td>
<td>2020</td>
<td>Recommendation</td>
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</tr>
<tr>
<td>EH3</td>
<td>The Hythe Centre, Thorpe Road, Staines, TW18 3HD</td>
<td>230</td>
<td></td>
<td>Recommendation is to use existing polling station</td>
</tr>
<tr>
<td>ET4</td>
<td>Egham Cricket Club Pavilion, Vicarage Road, TW20 8NP</td>
<td>246</td>
<td></td>
<td>Recommendation is to use existing polling place – at non-parliamentary elections ET5 would be combined with this station</td>
</tr>
<tr>
<td>VW4</td>
<td>St. Ann` s Heath Junior School, Sandhills Lane, GU25 4DS</td>
<td>61</td>
<td></td>
<td>Recommendation is to combine with ET4 at Egham CC. Would be combined with VW2 at non-Parliamentary elections</td>
</tr>
<tr>
<td>TH1</td>
<td>Thorpe Village Hall, Coldharbour Lane, Thorpe, TW20 8TE</td>
<td>845</td>
<td></td>
<td>Recommendation is to use existing polling place</td>
</tr>
<tr>
<td>TH2</td>
<td>The Mobile Unit - Truss` s Island, Chertsey Lane, Staines</td>
<td>1138</td>
<td></td>
<td>Recommendation is to use existing polling place</td>
</tr>
<tr>
<td>TH3</td>
<td>The Mobile Unit - Ashleigh Avenue, (Off Warwick Avenue), Thorpe, TW20 8LB</td>
<td>1738</td>
<td>Recommendation is to relocate Mobile Unit to Junction of Wavendene Ave/Thorpe Lea Road</td>
<td>Spelthorne</td>
</tr>
</tbody>
</table>