

**Report to** Cabinet  
12 November 2014

**Report of** Democratic services manager

**Subject** Review of polling districts, polling places and polling stations

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**Item**

**5**

### **Purpose**

To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

### **Recommendations**

To consider whether to recommend council to make the following changes to the polling scheme as recommended by the polling district review group :

- 1) change the boundary between polling districts MX2 and MX3, to move voters living adjacent/north of Drayton Road from polling district MX3 to MX2;
- 2) change the polling station in polling district CG5 to Shipfields Community Room from St Georges Church Hall ; and'
- 3) identify preferred reserve polling stations as listed in Appendix C

### **Financial Consequences**

There are small differences in hires charges for premises but these can be accommodated within existing budgets.

### **Strategic Objective/Service Priorities**

The report helps to achieve the corporate objective to make Norwich safe and secure, building strong and proud local communities.

### **Contact Officers**

Andy Emms, Democratic services manager.

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### **Background Documents**

None

# Report

## Introduction

1. The Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, requires that Norwich City Council conduct a review of polling districts, polling places and polling stations in its area.
2. Local authorities are required to divide their area into polling districts for the purposes of parliamentary elections and to designate polling places for these polling districts, and to keep these under review. By conducting this statutory review of polling places, local authorities must demonstrate that they have, as far as is practicable, met the following criteria set out in legislation.
  - a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting **as are practicable** in the circumstances
  - b) seek to ensure that so far as is **reasonable and practicable**, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.
3. In an ideal world council's would have the choice of a range of fully accessible buildings, conveniently located for the electors in the area. It is accepted, however, that in practice this is not always the case and there may be little choice available. If it is necessary to use a place where for example, the access is not ideal, then every reasonable adjustment must be undertaken to provide access for all electors.
4. The key things local authorities are required to bear in mind when conducting this review is that all decisions made must be consulted upon, measured, and practical. The whole process should be as transparent and open as possible to avoid possible conflict.

## Review of polling districts, polling places and polling stations in Norwich.

5. The review was advertised in the press, on the council's website and a public notice displayed in City Hall. Details of the current polling districts, polling places and polling stations are always available on the council's website and details/plans were also made available for personal inspection at City Hall (copies will be on display at your meeting).
6. Invitations to contribute to the review were sent to MPs, MEPs, councillors, political parties, Broadland District Council's Returning Officer and access groups.

## Polling stations / polling districts

7. The current list of polling stations is included in appendix A. All polling stations have been inspected and assessed to ensure that they are fully accessible. In some cases this is possible by providing ramps on the day of the poll.
8. In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.
9. Comparator data which shows the changes to the size of the electorate in each polling district since the last review is attached as appendix B.
10. The returning officer is required to formally contribute to the review and her response is attached at appendix C. This reflects the fact that the polling stations are reviewed prior to every election according to availability and she is fully involved in that process. She is happy that the current scheme will allow her to undertake an efficient election and accurate count.
11. The only other representations were received from Norwich Labour Party as follows:

Ward & PD	Proposal	Benefits
Catton Grove / CG5	Move CG5 polling station at St Georges Church to Shipfields Community Room (operated by Broadland Housing Association)	The polling station on Sprowston Road (St George's) is a very long way for people on Anthony Drive, Shipfields, Templemere to walk to. Establishing a new location, at the community room in Shipfields, would allow more people easier access to vote.
Nelson Ward / NE4  University Ward / UN5	Have separate polling stations for each district.	Evidence from May 2014 showed large queues developing as people waited to vote. This will be a far more significant problem in 2015.

Wensum Ward / WE3	Approach NANSAs day centre / West Norwich Community Hospital to re-establish a new polling station for voters in WE3.	Difficult for residents to have to walk all the way to Wensum Junior School on Turner Road, and cross the busy Dereham Road.
Mancroft Ward. / MA5	Split MA5 into two polling districts. Establish new polling station at All Saints Church.	Easier access for residents to vote.
Thorpe Hamlet / TH2	Move polling station to Great Hospital Common Room, Bishopgate.	Parking is very difficult at the Maids Head Hotel (current polling station) and will become more so once the road changes come into action.  The Great Hospital is a central location in TH2, well known, and easier to reach.

12. These suggestions were presented to a meeting of the polling district review group held on 15 October, 2014.
13. The democratic services manager emphasised that if any changes were to be considered, members needed to be absolutely clear that the advantages of these should outweigh the disadvantages of asking people to change from a familiar polling station location.
14. Referring to the Labour Party responses to the consultation for Nelson Ward NE4 / University Ward UN5, the democratic services manager said that the staff working at the polling station at Jessopp Road United Reformed church said that although busy they did not believe significant queues formed. They did have practical issues/concerns relating to being a double polling station which the democratic services manager believed could be addressed through training and ensuring there are adequate staff to allow for a "floor walking" service. The only other buildings in the area are schools which we try to avoid using if at all possible.
15. Concerning Mancroft Ward – MA5, All Saints Church has been contacted but the premise is not available for use as a polling station. The Women's Institute at Evelyn Suffield House was suggested as a possible alternative to Chantry Hall or as an additional polling station in a new split polling district. The democratic services manager would prefer not to split the ward to create another polling district because the new polling district would be very small; the extra polling staff required and the effect on the count.

16. For Wensum Ward – WE3, NANSA and West Norwich Community Hospital have both been contacted again but neither premise is available. The Muslim Centre on Dereham Road was suggested a possible venue for a polling station.
17. A change was suggested to the boundary between polling districts MX2 and MX3, to move voters living adjacent/north of Drayton Road from MX3 to MX2. The Polling District Review Group members considered this was a sensible suggestion which would mean people not having to cross the busy Drayton Road to vote in person at a polling station.
18. The Polling District Review Group asked the democratic services manager to investigate the following options:

**Catton Grove Ward – CG5**

Visit the Community Room at Shipfields to assess the viability of the room for use as a polling station.

**Mancroft Ward – MA5**

Contact the Women's Institute to see whether they have a suitable room which they would be willing to allow to be hired as a polling station for future elections.

**Thorpe Hamlet ward – TH2**

Visit the Great Hospital at Bishopgate to assess the viability of for use as a polling station.

**Wensum Ward – WE3**

Contact the Muslim Centre on Dereham Road to see whether there was a suitable room could be hired as a polling station for future elections.

19. The democratic services manager reported back to the Polling District Review Group on 3 November, 2014 as follows:

**Catton Grove Ward – CG5**

The Community Room at Shipfields is in an excellent location in the heart of the residential area of the district and is fully accessible. The only issue to consider is availability should Broadland Housing Association choose to change the use of its premise from a community facility.

AGREED to recommend changing the polling station in polling district CG5 to Shipfields Community Room with St Georges Church Hall as preferred reserve.

**Mancroft Ward – MA5**

The Women's Institute building is available. It is slightly closer to housing on the south of the district but of course is further for those in the north. There is a small car park available at the rear but this is accessed from Surrey Street/Surrey Grove which might prove difficult for people to find. Disabled people would

need to walk around via Surrey Street to the front access. Although suitable as a polling station there does not seem to be any significant advantage over the existing Chantry Hall to warrant change.

AGREED to retain Chantry Hall as the polling station in MA5 with the Womens' Institute's Evelyn Suffield House, 45 All Saints Green as the preferred alternative.

### **Thorpe Hamlet Ward – TH2**

The refectory and the common room at the Great Hospital at Bishopgate were available for use. There is a car park but it is a long way from the available room and the nearer on-street parking was not free. The Great Hospital had some practical and logistical issues that it would need to agree to and would not want cars driving around the site as residents were its main priority – this would be difficult to sign and “police”. The cost of hire would be significantly more than any of the other polling stations used. The parking available at the rear of the Maids Head hotel was close and accessibility would be improved soon as there were plans for a lift to improve access for the disabled from the car park.

AGREED to retain the Maids Head Hotel as the polling station in TH2

### **Wensum Ward – WE3**

The Muslim Centre on Dereham Road was not available for hire as a polling station and no alternative has been identified.

AGREED to retain the Wensum Junior School, Turner Road (which is situated in polling district WE2) as the polling station for WE3 until a suitable alternative becomes available in that polling district.

20. Members will be aware that the council does not own most of the polling stations in the polling scheme. Therefore there are occasions when they are not available for a particular election. It is then necessary to identify the next best option. Sometimes due to lack of availability, this will require the polling station to be in an adjacent polling district, and may require doubling up with another polling station. Also listed on Appendix A are the alternative arrangements that will be made if a polling station is unavailable for a particular election/by-election.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12/11/14
<b>Head of service:</b>	Anton Bull
<b>Report subject:</b>	Review of polling districts, polling places and polling stations
<b>Date assessed:</b>	
<b>Description:</b>	To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The changes will improve accessibility of two polling stations particularly for the disabled.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Recommendations from impact assessment

### Positive

To make the changes identified in the report to improve accessibility of polling stations particularly for the disabled.

### Negative

### Neutral

### Issues

## Polling Stations

## APPENDIX A

Polling District	Scheme agreed at 2011 review	Scheme recommend by the Polling District Review Group 2014	Alternative arrangement if station unavailable
BO1	Chapel Break Village Hall	Chapel Break Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO2	Clover Hill Village Hall	Clover Hill Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO3	Fourways Centre	Fourways Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO4	West Earlham Community Centre	West Earlham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO5	Bowthorpe Church Centre	Bowthorpe Church Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG1	Greenfields Community Centre	Greenfields Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG2	Catton Grove Primary School	Catton Grove Primary School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG3	Catton Grove Community Centre	Catton Grove Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG4	Oak Grove Chapel	Oak Grove Chapel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG5	St.Georges Church Hall	<b>Shipfields Community Room</b>	1. Preferred reserve St George's church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
CR1	Pilling Park Community Centre	Pilling Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR2	Fugill Green Sheltered Housing	Fugill Green Sheltered Housing	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR3	Plumstead Road Branch Library	Plumstead Road Branch Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR4	St. Francis Church Hall	St. Francis Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR5	Frere Road Community Centre	Frere Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

Polling Stations

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EA1	Eaton Park Community Centre	Eaton Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA2	United Reformed Church Hall, Ipswich Road	United Reformed Church Hall, Ipswich Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA3	Eaton St. Andrew Church Hall	Eaton St. Andrew Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA4	Church of Jesus Christ of the Latter Day Saints	Church of Jesus Christ of the Latter Day Saints	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA5	Eaton Parish Hall	Eaton Parish Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA1	Tuckswood Library	Tuckswood Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA2	Harford Community Centre	Harford Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA3	Norwich Steiner School	Norwich Steiner School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA4	Jubilee Centre	Jubilee Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA5	Old Lakenham Community Centre	Old Lakenham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA1	Community Lounge Douro Place	Community Lounge Douro Place	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA2	City Church	City Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA3	Russell Street Community Centre	Russell Street Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA4	Waddington Court Housing Scheme	Waddington Court Housing Scheme	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
1 MA5	Chantry Hall	Chantry Hall	1. Preferred reserve Evelyn Suffield House, 45 All Saints Green. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library

## Polling Stations

## Appendix A

	MX1	Function Room, St.Lukes Church	Function Room, St.Lukes Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	MX2	Norman Centre	Norman Centre	1. Preferred reserve Community Room, Larners Way. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
2	MX3	Norman Centre	Community Room, Larners Way	1. Preferred reserve Norman Centre, Bignold Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
	MX4	St Catherines Church Hall	St Catherines Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
	NE1	Belvedere Community Centre	Belvedere Community Centre	1. Preferred alternative St Thomas church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	NE2	St. Peters Church Hall	St. Peters Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	NE3	Trinity United Reformed Church Hall	Trinity United Reformed Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
3	NE4	Scout Headquarters - Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE1	Angel Road Junior School	Angel Road Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE2	Christchurch Centre	Christchurch Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
4	SE3	Silver Rooms, Silver Road	Silver Rooms, Silver Road	1. Preferred reserve Silver Road Baptist Church, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	SE4	Silver Road Baptist Church	Silver Road Baptist Church	1. Preferred reserve Silver Rooms, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH1	St James House, Cannell Green Entrance	St James House, Cannell Green Entrance	1. Preferred reserve Don Pratt Court. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH2	Maids Head Hotel	Maids Head Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH3	Crown Room, Wensum Lodge	Crown Room, Wensum Lodge	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

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	TH4	St Matthew's Church	St Matthew's Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH5	Lansdowne Hotel	Lansdowne Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC1	Melbourne Cottages	Melbourne Cottages	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC2	Cambridge Street hall	Cambridge Street hall	1. Use Holy Trinity Church. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC3	St. Albans Church Hall	St. Albans Church Hall	1. Assess viability of schools, libraries, public venues in polling district/adjoining polling district. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC4	Sixth Form Centre - NHSG	Sixth Form Centre - NHSG	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN1	St Mary's Church Hall	St Mary's Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
5	UN2	UEA - University Plain	UEA - University Plain	1. Locate alternative room/venue at UEA. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	UN3	George Carver Court	George Carver Court	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
6	UN4	St Anne's Church hall	33 Scout Group Headquarters	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN5	United Reformed Church, Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE1	Marlpit Community Centre	Marlpit Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE2	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE3	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE4	Cadge Road Community Centre	Cadge Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

1 Friend's Meeting House, Upper Goat Lane has been used whilst redevelopment works were being undertaken at Chantry Hall, Chantry Road.

## Polling Stations

## Appendix A

- 2 In 2011 no suitable venue was available in MX3, the Community Room at Larners Way has since been built and is being used a polling station.
- 3 The Scout headquarters on Jessopp Road is no longer available as the headquarters is closed. It has therefore been necessary to use the URC on Jessopp Road as a double polling station as no suitable alternative in NE4 has been identified.
- 4 Silver Road Baptist Church has been used whilst the Silver Rooms were closed.
- 5 A room is provided by the UEA at each election following discussions concerning availability/suitability
- 6 We have been able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall

## Polling District Electorate

## APPENDIX B

PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
BO1	Bowthorpe	1754	1750
BO2	Bowthorpe	2781	2767
BO3	Bowthorpe	796	834
BO4	Bowthorpe	1829	1902
BO5	Bowthorpe	1327	1371

CG1	Catton Grove	2018	2214
CG2	Catton Grove	1762	1767
CG3	Catton Grove	1421	1519
CG4	Catton Grove	1073	1091
CG5	Catton Grove	1589	1602

CR1	Crome	1489	1536
CR2	Crome	1257	1234
CR3	Crome	1756	1731
CR4	Crome	1177	1172
CR5	Crome	1591	1690

EA1	Eaton	1215	1248
EA2	Eaton	1387	1406
EA3	Eaton	1788	1863
EA4	Eaton	1763	1719
EA5	Eaton	1220	1175

LA1	Lakenham	1247	1297
LA2	Lakenham	778	755
LA3	Lakenham	1881	1844
LA4	Lakenham	2038	2040
LA5	Lakenham	1326	1356

MA1	Mancroft	825	816
MA2	Mancroft	2504	2637
MA3	Mancroft	1422	1458
MA4	Mancroft	1305	1398
MA5	Mancroft	2010	2025

MX1	Mile Cross	1910	1928
MX2	Mile Cross	2639	2747
MX3	Mile Cross	1708	1712
MX4	Mile Cross	1486	1590

PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
NE1	Nelson	2052	2066
NE2	Nelson	1829	1664
NE3	Nelson	1011	1016
NE4	Nelson	2670	2483

SE1	Sewell	2497	2507
SE2	Sewell	1137	1139
SE3	Sewell	2308	2344
SE4	Sewell	1789	1861

TH1	Thorpe Hamlet	1195	1155
TH2	Thorpe Hamlet	1256	1305
TH3	Thorpe Hamlet	1314	1366
TH4	Thorpe Hamlet	2299	2379
TH5	Thorpe Hamlet	2597	2876

TC1	Town Close	2608	2692
TC2	Town Close	1936	1756
TC3	Town Close	3360	3433
TC4	Town Close	715	718

UN1	University	1130	1099
UN2	University	2426	2249
UN3	University	1933	1961
UN4	University	906	850
UN5	University	1367	1368

WE1	Wensum	2372	2407
WE2	Wensum	1539	1441
WE3	Wensum	793	773
WE4	Wensum	3662	3700



Norwich City Council  
City Hall  
St Peter's Street  
Norwich  
NR2 1NH

Sarah Fowler  
Electoral Services Manager

26 September 2014

Our reference

Dear Sarah,

### **Polling District and Places Review 2014**

This letter sets out my views as Returning Officer for Norwich by way of response to the consultation exercise on the above review.

The relatively small geographical size and urban nature of the area has meant that options for polling places and stations are limited. Those that have been used in Norwich are carefully assessed to ensure that they meet accessibility requirements.

In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Annes Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.

In the current polling scheme there are two polling districts which do not have a polling station situated within the polling district (WE3 and NE4) as there are no suitable premises available. Whilst this is clearly not ideal, I am happy that using the two premises in the adjacent polling districts as double polling stations meets accessibility requirements and are the best options available.

There are some minor variances in total electorate within different Polling Districts. However, these are well within the parameters that allow me to undertake an efficient election and accurate count. I therefore consider the current polling district and polling station provision to be appropriate for the prevailing circumstances in Norwich.

Yours sincerely



**Laura McGillivray**  
Returning Officer

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