

Report to	Council	Item
	24 November 2020	
Report of	Polling district review working party	8
Subject	Interim Parliamentary Polling District and Places Review 2020	

Purpose

To recommend changes to the polling scheme for the 2021 Norwich City Council, Norfolk County Council and Norfolk Police and Crime Commissioner elections

Recommendation

As Returning Officer, the Chief Executive has a statutory duty to ensure free and fair elections. In discharging these duties, the Returning Officer will take account of the recommendations made by the polling district review working party as set out in this report but will retain the right to make changes if deemed appropriate for reasons of practicality and/or other circumstances which may influence the location and use of polling stations within the city boundary. As far as possible, the Returning Officer will seek to consult with the working party on any such changes.

It is therefore recommended that full council approves the proposed changes to polling districts and places as set out at appendix A of the report.

Corporate and service priorities

The report helps to meet the corporate priority of a healthy organisation

Financial implications

None

Ward/s: All Wards

Chair of Polling district review working party: Councillor Giles

Cabinet member: Councillor Kendrick - Resources

Contact officers

Stuart Guthrie Democratic and elections manager

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Report

Background

1. The Local Government Boundary Commission for England (LGBCE) published its final recommendations following its review of the electoral ward arrangements for the city council on 6 November 2018.
2. The statutory order to implement the changes was laid before parliament in December 2018. They were in place for the local elections on 2 May 2019.
3. These ward boundary changes meant that ward boundaries and county division boundaries were no longer co-terminus.
4. A full review of polling districts and polling places was approved by council on 22 September 2019. This set out a new polling scheme for the city and police crime commissioner (PCC) elections in May 2020.
5. Due to the Covid-19 pandemic, the local and PCC elections were delayed until 6 May 2021. This meant that these elections would be held on the same day as the Norfolk County Council election.
6. An interim polling place review was appropriate due to those boundary differences between the city and county elections. This is to ensure that the polling scheme reflects the differences between city ward and county division boundaries.
7. In addition to the boundary changes it was also advisable that existing venues were visited to ensure that they were Covid-19 secure and make changes if required.

Details of the review

8. The scope of the 2020 interim polling scheme review was to cover the following:
 - a) Ensure all polling stations have suitable access arrangements in place.
 - b) Ensure that all polling stations have suitable arrangements for the conduct of the poll (e.g. lighting, space, seating etc.)
 - c) Identify polling stations which are now unavailable or were not fit for purpose during the 2019 elections, and identify suitable alternatives where possible. In addition to usual checks, there was additional work required around venues being Covid-19 safe.

- d) Identify where there is a difference between wards and divisions, ensure electors are voting in the correct area at the relevant election and that voters only have to vote in one venue
 - e) Ensure there are no more than 2500 electors (excluding absent voters) allocated to a particular polling station as per the Electoral Commission's guidance.
9. A polling district and polling places working party made up of elected members met during the consultation period to help formulate a polling district and polling places scheme. The working party was politically balanced and consisted of four Labour councillors, two Green party councillors and one Liberal Democrat councillor.
 10. Minutes of the meeting of the group are attached at appendix B.
 11. A proposed polling scheme developed by the democratic and elections manager on behalf of the (Acting) Returning Officer was presented to the working party and the public for comments as part of the consultation. This is available on the council's website
 12. The members polling district and polling place working party met at 6pm on 3 November 2020. This meeting was a virtual meeting.
 13. The working party were tasked with considering any other proposals or consultation responses. These could have included responses from residents, organisations, political parties, elected representatives and other key stakeholders.
 14. In order to work to the consultation timetable, council approval is needed at its meeting on 24 November 2020. This will allow any polling district and places changes to be in place in time for the publication of the electoral register on 1 December 2020.
 15. The polling scheme will need to be in place to reflect where the constituency, ward and county divisions differ. The polling scheme will need to ensure electors only vote in one polling station where more than one election is combined on a particular date.
 16. The democratic and elections manager supported the working group in developing a response to the proposed scheme and the recommendations to council listed at paragraph 20.
 17. The public consultation period started on Monday 5 October 2020 and ended on Friday 23 October 2020. The consultation was publicised on the council's website and the AROs initial proposals are available there.
 18. There were no public comments received before the deadline on 23 October 2020.

19. Should council decide to adopt the scheme, an updated polling scheme will be used for the city, county and Police Crime Commissioner elections on 6 May 2021

Table 1: Timetable

Activity	Owner	Date
Site visits of current polling stations and potential new venues	DEM/ Elections Team	August- November 2020
Publish notice of review and start of the consultation	Democratic and elections manager (DEM)	5 October 2020
Publication of Acting Returning Officer's (ARO's) proposals	DEM	13 October 2020
Close of public consultation		23 October 2020
Polling District Review Working Party to agree on ARO's proposals and to recommend changes to council.	Working Party/DEM/ARO	3 November 2020
Full meeting of council to agree changes.	Council	24 November 2020
City, County and PCC elections	Elections Team	6 May 2021

Recommendations to council

20. The final proposals for the polling scheme are detailed in appendix A to the report.

The following recommendations are being proposed:

- (1) In Bowthorpe ward to agree arrangements as set out at appendix A
- (2) In Catton Grove ward to agree arrangements as set out at appendix A
- (3) In Crome ward to agree arrangements as set out at appendix A
- (4) In Eaton ward to:
 - a) agree arrangements set as set out at appendix A in EA1, EA2, EA4
 - b) amend the proposal in EA3 to confirm use of Eaton Parish Hall main hall as set out at appendix A

- c) amend the proposal in EA3A to change the polling station to Eaton Parish Hall as set out at appendix A

(5) In Lakenham ward to:

- a) agree arrangements set out as set out at appendix A in LA1, LA2, LA2A, LA3A and LA4
- b) amend the AROs proposals to move LA3 to Jubilee Centre as Arkwright's Social Club has become unavailable as set out at appendix A
- c) amend the proposal in LA3B to another room in Wensum Lodge (subject to confirmation by venue) as Arkwright's Social Club has become unavailable as set out at appendix A

(6) In Mancroft ward to agree arrangements as set out at appendix A

(7) In Mile Cross ward to agree arrangements as set out at appendix A

(8) In Nelson ward to:

- a) agree arrangements as set out at appendix A in NE1, NE1A, NE2, NE3 and NE4
- b) amend the AROs proposals to use Douro Chapel rather than using the Belvedere Centre as a replacement for Douro Place in NE5 as set out at appendix A (subject to confirmation).

(9) In Sewell ward to agree arrangements as set out at appendix A

(10) In Thorpe Hamlet ward to agree arrangements as set out at appendix A

(11) In Town Close ward to agree arrangements as set out at appendix A

(12) In University ward to:

- a) agree arrangements as set out at appendix A in UN1B, UN2, UN3, UN4, UN4A, UN5 and UN5A
- b) amend the AROs proposals to use St Marys Church for polling districts for UN1 and UN1A as set out at appendix A
- c) amend the AROs proposals to use West Earlham Community Centre for polling districts UN6 and UN6A as set out at appendix A

(13) In Wensum Ward to:

- a) agree arrangements as set out at appendix A in WE1, WE3, WE4

- b) amend the AROs proposals to use Waddington Court Sheltered Housing for WE2 and WE2A as set out at appendix A

Conclusion

- 21. If council approves the changes, this will take effect at the publication of the electoral register. This is currently scheduled for 1 December 2020. These proposals will take effect at the election scheduled for 6 May 2021.
- 22. Appendix A provides details of the polling scheme including the recommendations and amendments listed above.
- 23. As Returning Officer, the Chief Executive has a statutory duty to ensure free and fair elections. In discharging these duties, the Returning Officer will take account of the recommendations made by the polling district review working party as set out in this report but will retain the right to make changes if deemed appropriate for reasons of practicality and/or other circumstances which may influence the location and use of polling stations within the city boundary. As far as possible, the Returning Officer will seek to consult with the working party on any such changes.
- 24. There are still some outstanding issues regarding some polling stations and if required the (A)RO can use their emergency powers to change a venue if:
 - a) A polling station becomes unavailable (due to a cancellation)
 - b) A polling station does not comply with any local or national government instructions due to Covid-19 or does not comply with the councils or venues own risk assessment process.
 - c) A polling station venue is deemed necessary for use in an emergency for another purpose.
 - d) There is a need to move to a venue that has been identified by the polling district working party and is then deemed more suitable than the current venue.
 - e) The date of the election is delayed meaning the current venue is not available
- 25. Members of the working party will be kept informed at all times of any changes.
- 26. The polling district working party will need to meet again after the elections on 6 May 2021 to agree changes which will be required for the 2022 local elections; particularly where changes have been made due to boundary issues or the Covid-19 pandemic.

Interim review of polling places 2020. Polling District review working party recommendations

Bowthorpe Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
BO1	Chapelbreak, Village Hall	Bowthorpe	Bowthorpe	Yes	No
BO2	Clover Hill Village Hall	Bowthorpe	Bowthorpe	Yes	No
BO3	Fourways Centre	Bowthorpe	Bowthorpe	Yes	No
BO4	Bowthorpe Church Centre	Bowthorpe	Bowthorpe	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area and were agreed by the polling district review working party.

Catton Grove Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
CG1	Greenfield Community Centre	Catton Grove	Catton Grove	Yes	No
CG2	Catton Grove Community Centre	Catton Grove	Catton Grove	Yes	Yes – The Box, Woodcock Road no longer available
CG3	Catton Grove Community Centre	Catton Grove	Catton Grove	Yes	No
CG4	Oak Grove Chapel	Catton Grove	Catton Grove	Yes	No
CG5	Shipfields Community Room	Catton Grove	Catton Grove	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

CG2 – The Box, Woodcock Road is no longer available. The Acting Returning Officer (ARO) has suggested that Catton Grove Community Centre, Jewson Road is a suitable alternative and is large enough to be used as a double station with CG3. This was agreed by the polling district review working party.

Crome Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
CR1	Pilling Park Community Centre	Crome	Crome	Yes	No
CR2	Fugill Green Sheltered Housing	Crome	Crome	Yes	No
CR3	Plumstead Library	Crome	Crome	Yes	No
CR3 (S)	Don Pratt Court	Crome	Thorpe Hamlet	Yes	No
CR4	St Francis Church	Crome	Crome	Yes	No
CR5 (S)	Don Pratt Court	Crome	Thorpe Hamlet	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area. This was agreed by the polling district review working party.

Eaton Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
EA1	Eaton Park Community Centre	Eaton	Eaton	Yes	No
EA2	United Reformed Church	Eaton	Eaton	Yes	No
EA3	Eaton Parish Hall	Eaton	Eaton	Yes	No
EA3A	Eaton Parish Hall	Eaton	Town Close	Yes	No
EA4	Church of the Latter Day Saints	Eaton	Eaton	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

In a change to the AROs proposal, the polling district review working party agreed to move EA3A back to Eaton Parish Hall as the main hall became available, this was supported by the ARO.

Lakenham Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
LA1	Tuckswood Library	Lakenham	Lakenham	Subject to confirmation by Norfolk County Council	No
LA2	Old Lakenham Community Centre	Lakenham	Lakenham	Yes	No
LA2A	Old Lakenham Community Centre	Lakenham	Thorpe Hamlet	Yes	No
LA3	Jubilee Centre	Lakenham	Lakenham	Yes	Yes –moved due to Arkwrights Social Club’s unavailability
LA3A	Davis Room, Wensum Lodge	Lakenham	Mancroft	Subject to confirmation by Norfolk County Council	Yes - moved from ward to division polling station
LA3B	Wensum Lodge	Lakenham	Thorpe Hamlet	Subject to confirmation by Norfolk County Council	Yes –moved due to Arkwrights Social Club’s unavailability
LA4	Jubilee Centre	Lakenham	Lakenham	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

The polling district review working party agreed to conditionally move LA3 to the Jubilee Centre due to Arkwright’s Social Club being currently unavailable and LA3B to an additional room at Wensum Lodge. The ARO will still look for potential alternative venues in LA3.

Mancroft Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
MA1	Russell Street Community Centre	Mancroft	Mancroft	Yes	No
MA2	Norwich Central Baptist Church	Mancroft	Mancroft	Yes	No
MA3	Chantry Hall	Mancroft	Mancroft	Yes	No
MA4	Davis Room, Wensum Lodge	Mancroft	Mancroft	Subject to confirmation by Norfolk County Council	No
MA4A	Crown Room, Wensum Lodge	Mancroft	Thorpe Hamlet	Subject to confirmation by Norfolk County Council	No
MA5	Alive Church	Mancroft	Mancroft	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

This was agreed by the polling district review working party.

Mile Cross Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
MX1	St Lukes Church Centre	Mile Cross	Mile Cross	Yes	No
MX1A	St Luke Church Centre	Mile Cross	Catton Grove	Yes	No
MX1B	St Lukes Church Centre	Mile Cross	Catton Grove	Yes	No
MX2	Norman Centre	Mile Cross	Mile Cross	Yes	No
MX3	Norman Centre	Mile Cross	Mile Cross	Yes	Yes- the Norman Centre to be used rather than mobile polling station due to social distancing
MX4	St Catherines Church	Mile Cross	Mile Cross	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

The long-term aim is to use a mobile polling station at Sloughbottom Park for MX3 (this was agreed at the 2019 polling district review). Due to the size of mobile polling stations, the ARO suggested remaining at the Norman Centre for social distancing reasons in 2021. This was agreed by the polling district review working party.

Nelson Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
NE1	Belvedere Centre	Nelson	Nelson	Yes	No
NE1A	Wensum Community Centre	Nelson	Wensum	Yes	Yes - moved from ward to division polling station
NE2	Recreation Road Sports Centre	Nelson	Nelson	Yes	No
NE3	Trinity United Reformed Church	Nelson	Nelson	Yes	No
NE4	St Peters Jessopp Road	Nelson	Nelson	Yes	No
NE5	Douro Chapel	Nelson	Mancroft	Awaiting Confirmation	Yes – Douro Place unavailable

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

It was suggested that residents in NE1A use the Wensum Community Centre due to voter convenience. NE5, Douro Place is not suitable due to its access arrangements. The polling district review working party suggested scoping Douro Chapel and the ARO can confirm that this can be used as an alternative, subject to final confirmation and a risk assessment. This was agreed by the polling district review working party.

Sewell Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
SE1	Roseberry Road Methodist Church	Sewell	Sewell	Yes	No
SE2	Christchurch Centre	Sewell	Sewell	Yes	No
SE3	Silver Road Community Centre	Sewell	Sewell	Yes	No
SE4	Mary Magdalene Church	Sewell	Sewell	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area. This was agreed by the polling district review working party.

Thorpe Hamlet Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
TH1	Crown Room, Wensum Lodge	Thorpe Hamlet	Thorpe Hamlet	Yes	No
TH2	Norwich Historic Churches Trust, St Marys Plain	Thorpe Hamlet	Thorpe Hamlet	Yes	Yes – Maids Head Hotel not available
TH3	The Norwich Hotel	Thorpe Hamlet	Thorpe Hamlet	Yes	No
TH4	St Matthews Church	Thorpe Hamlet	Thorpe Hamlet	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

The Maids Head Hotel is no longer available but the ARO suggested using Norwich Historic Churches Trust, St Marys Plain as a suitable alternative. This was agreed by the polling district review working party.

Town Close Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
TO1	Melbourne Cottages	Town Close	Town Close	Yes	No
TO2	Cambridge Street Hall	Town Close	Town Close	Yes	No
TO3	St Albans Church Hall	Town Close	Town Close	Yes	No
TO4	East Anglian Squash Club	Town Close	Town Close	Yes	No
TO5	St Albans Church Hall	Town Close	Town Close	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

Due to social distancing the ARO has suggested St Albans Church is continued to be used for TO5 with TO3 as a double polling station in 2021. The long-term aim is to use a mobile polling station or a building in TO5 (this was agreed at the 2019 polling district review). This was agreed by the polling district review working party.

University Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
UN1	St Marys Church Hall	University	University	Yes	No
UN1A	St Marys Church Hall	University	Bowthorpe	Yes	No
UN1B	Cadge Road Community Centre	University	Wensum	Yes	Yes - Moved from ward to division polling station
UN2	UEA, University Plain	University	University	Yes	No
UN3	George Carver Court	University	University	Yes	No
UN4	St Annes Church Hall	University	University	Yes	No
UN4A	Cadge Road Community Centre	University	Wensum	Yes	Yes - Moved from ward to division polling station
UN5	St Peters Jessopp Road Church	University	University	Yes	No
UN5A	St Peters Jessopp Road Church	University	Wensum	Yes	No
UN6	West Earlham Community Centre	University	University	Yes	No
UN6A	West Earlham Community Centre	University	Bowthorpe	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

APPENDIX A

The polling district review working party agreed to the AROs proposals in UN1B, UN2, UN3, UN4, UN4A, UN5 and UN5A

The polling district review party agreed to amend the AROs proposals to keep UN1 and UN1A at St Marys Church Hall and keep UN6 and UN6A at West Earlham Community Centre.

Wensum Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
WE1	Marlpit Community Centre	Wensum	Wensum	Yes	No
WE2	Waddington Court Sheltered Housing	Wensum	Wensum	Yes	No
WE2A	Waddington Court Sheltered Housing	Wensum	Mancroft	Yes	No
WE3	Wensum Community Centre	Wensum	Wensum	Yes	No
WE4	Cadge Road Community Centre	Wensum	Wensum	Yes	No

The proposed polling places for these polling districts are considered to provide reasonable and convenient facilities for electors in this area.

The polling district review working party agreed to amend the AROs proposals to keep WE2 and WE2A at Waddington Court Sheltered Housing.



Polling district review working party

18:00 to 20:15

3 November 2020

Present: Councillors Giles (chair following appointment), Carlo, Fulton-McAlister(M), Kendrick, Price, Stutely and Wright

1. Appointment of chair

RESOLVED to appoint Councillor Adam Giles as chair.

2. Polling district review 2020

The democratic and elections manager presented the report. He said that there had been a thorough review of polling districts and stations last year for the 2020 elections which were subsequently cancelled. The elections in 2021 would be complex as three different elections were being held on the same day. If the scheme put in place for 2020 was to be used, there would be electors voting in two different polling stations for different elections so the aim was to put a scheme in place which allowed those voters to vote in one place only. The arrangements were not ideal but would only be in place for those elections held in 2021. The venues suggested in the draft scheme had been considered due to their suitability as a polling station and in relation to the various boundaries. A key point in the suitability was around the venue's Covid-19 policy and setup to ensure that residents could vote safely.

The chair said that the committee would look at each polling district in turn and consider the venues and whether to working group would be content to recommend them to council as a polling scheme for the elections in 2021 only.

Members agreed to the (Acting) Returning Officer's (ARO's) proposals for the Bowthorpe ward.

With regards to the Catton Grove ward proposals, the democratic and elections manager said that The Box on Woodcock Road was not available as a venue and therefore it was suggested that there be a double station for CG2 and CG3 at the Catton Grove Community Centre. Subject to noting a typing error in the table – 'Shipfield' in the ward column should read 'Catton Grove' – the ARO's proposals for the Catton Grove ward were agreed.

The democratic and elections manager said that in the Crome ward, polling district CR3(S), there were only three houses which were affected by the boundary differences between ward and division and therefore the ARO had suggested that these residents vote at Don Pratt Court along with CR5(S) and were amalgamated into one ballot box.

A member asked if all of the sheltered housing scheme venues had been agreed and whether there was a contingency plan if they refused. The democratic and elections manager said that the sheltered housing schemes were owned by Norwich City Council and therefore the ARO would be able to use them as polling stations. The elections team would work closely with colleagues in sheltered housing to ensure that they continued to be safe for residents whilst being used as polling stations.

Members agreed to the ARO's proposals for the Crome ward.

The democratic and elections manager highlighted some suggested changes to the arrangements for Eaton ward. Those venues which were awaiting confirmation in the report had subsequently been confirmed. It was suggested that a double station in a larger room at the Eaton Parish Church Hall was set up for the EA3 and EA3A polling districts.

Members agreed to the ARO's proposals, including the change above, for the Eaton ward.

In response to a member's question, the elections team leader said that the elections team had agreed the use of libraries as polling stations in principle with the venues but were awaiting risk assessments from Norfolk County Council.

With regards to the ARO's proposals for the Lakenham ward, a member said that those voters in LA2A and LA3B would usually have voted on Thorpe Road and therefore the best place for them to vote in 2021 would be at Wensum Lodge due to not having to cross any major roads and their overall proximity to Wensum Lodge. The democratic and elections manager said that two rooms were already being used as polling stations at Wensum Lodge so to add voters from the Lakenham ward could be confusing and potentially difficult to manage. The changes suggested by the ARO were not ideal for the location but allowed the election to be administered without the possibility of people voting in the wrong ballot box. Members agreed to ask the ARO to investigate the use of another room at Wensum Lodge to accommodate LA3B polling district and to ask him to find another, more suitable venue, if this was not possible.

Members discussed parking arrangements at Wensum Lodge for those voters who lived further away and it was noted that there were a number of 2 hour parking bays close to the venue.

The democratic and elections manager said that Arkwright's was not available as a polling station so the ARO had suggested that LA3 should move to the Jubilee Centre which had previously been used as a double station.

Subject to the two amendments above, members agreed to the ARO's proposals for the Lakenham ward.

Members agreed to the ARO's proposals for the Mancroft ward.

With regards to the Mile Cross ward, it was noted that there were a small number of voters in the MX1A and MX1B polling districts (Catton Grove division) would have an arrangement in place to allow them to vote at St Luke's Church Centre.

Members agreed to the ARO's proposals for the Mile Cross ward.

Members discussed the ARO's proposals for the Nelson ward. The elections team leader said that the Belvedere Centre would be a double station for NE1 and NE5 and the usual venue for NE5, Douro Place sheltered housing, was not suitable as it did not allow for social distancing. A member commented that the Belvedere Centre was a little outside of the NE5 polling district and questioned if any of the businesses which weren't able to operate within the polling district had been approached as potential venues. The elections team leader said that the Belvedere Centre was available and already had high level arrangements around Covid-19 in place. A member suggested that Douro Chapel be approached as a potential venue for the NE5 polling district and a majority of members agreed that this should be taken forward as a proposal.

A member raised concerns around using St Peters Jessopp Road as a polling station for NE4 due to numbers of people using the same entrance. The elections team leader said that there were two rooms in the venue, with two routes through the building available.

With the exception of asking the ARO to investigate Douro Chapel as an alternative venue for the NE5 polling district, members agreed to the ARO's proposals for the Nelson ward.

Members agreed to the ARO's proposals for the Sewell ward.

The democratic and elections manager said that the Maids Head hotel was no longer available as a polling station and a new venue had been found for the TH2 polling district – the Norwich Historic Churches Trust on St Marys Plain. This was also a good long term venue for future elections. A member questioned how electors would find out about the change of polling station. The democratic and elections manager said that there were some significant changes throughout the polling scheme and those electors who were affected would have the change clearly marked on their poll card and communications would go out through the usual council channels. The member suggested that signage at the Maids Head Hotel directing electors to the new station would also be helpful.

Members agreed to the ARO's proposals for the Thorpe Hamlet ward.

Members discussed the Town Close ward proposals. The democratic and elections manager said that there had been previous discussions about an alternative venue for the TO5 polling district, with a mobile polling station being the preferred option. There had been guidance issued that the use of mobile polling stations should be

avoided where possible for the elections in 2021 as they did not tend to allow enough room for social distancing. He said that a mobile polling station for that polling district was still the long term aim of the ARO but it would not be possible to put in place for the 2021 elections and these electors would need to go to St Alban's Church Hall.

Members agreed to the ARO's proposals for the Town Close ward.

The democratic and elections manager said that the venue for the UN2 polling district had been recorded as the UEA to allow for some flexibility within the university regarding the room to be used. Members discussed the polling stations for the UN1A and UN6 which it was suggested were moved from the ward to the division polling stations to allow for less ballot boxes in each station. Members felt that the changes were not best for the electors and instead suggested that UN1A electors went to St Mary's Church Hall and UN6 electors went to the West Earlham Community Centre. The democratic and elections manager said that he would need to make another visit to these stations to confirm that the amended proposals allowed for social distancing within the venues. The chief executive said that he would take an informed decision on these proposals following the democratic and elections manager's visit.

Subject to asking the ARO to amend the venues for the UN1A and UN6 polling districts following another visit from the democratic and elections manager, members agreed to the ARO's proposals for the University ward.

Members discussed the Wensum ward proposals. The suggested venue for WE2A was the Russell Street community Centre which would allow the Waddington Court sheltered housing scheme to not be used for the election. Members said that they would prefer the use of the Waddington Court sheltered housing scheme and the elections team leader confirmed that they were confirmed as a venue if needed. Members asked that the venue for WE2 and WE2A be amended to the Waddington Court housing scheme.

Subject to the change to the WE2 and WE2A polling station, members agreed the proposals for the Wensum ward.

RESOLVED to recommend the polling scheme at appendix one to these minutes to council for approval, subject to the ARO considering the following changes:

- 1) Move the polling station for the EA3A polling district to the Eaton Parish Hall
- 2) Move the polling station for the LA3 polling district to the Jubilee centre
- 3) Investigate if another room at Wensum Lodge can be used for the LA3B polling district or find a suitable venue for use at the 2021 elections
- 4) Investigate the use of Douro Chapel as a venue for the NE5 polling district

- 5) Move the polling station for the UN1A polling district to St Mary's Church Hall
- 6) Move the polling station for the UN6 to the West Earlham Community Centre
- 7) Use Waddington Court sheltered housing scheme as the polling station for the WE2 and WE2A polling districts.

Interim review of polling places 2020. Polling District review working party recommendations

Bowthorpe Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
BO1	Chapelbreak, Village Hall	Bowthorpe	Bowthorpe	Yes	No
BO2	Clover Hill Village Hall	Bowthorpe	Bowthorpe	Yes	No
BO3	Fourways Centre	Bowthorpe	Bowthorpe	Yes	No
BO4	Bowthorpe Church Centre	Bowthorpe	Bowthorpe	Yes	No

Catton Grove Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
CG1	Greenfield Community Centre	Catton Grove	Catton Grove	Yes	No
CG2	Catton Grove Community Centre	Catton Grove	Catton Grove	Yes	Yes – The Box, Woodcock Road no longer available
CG3	Catton Grove Community Centre	Catton Grove	Catton Grove	Yes	No
CG4	Oak Grove Chapel	Catton Grove	Catton Grove	Yes	No
CG5	Shipfields Community Room	Catton Grove	Catton Grove	Yes	No

Crome Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
CR1	Pilling Park Community Centre	Crome	Crome	Yes	No
CR2	Fugill Green Sheltered Housing	Crome	Crome	Yes	No
CR3	Plumstead Library	Crome	Crome	Yes	No
CR3 (S)	Don Pratt Court	Crome	Thorpe Hamlet	Yes	No
CR4	St Francis Church	Crome	Crome	Yes	No
CR5 (S)	Don Pratt Court	Crome	Thorpe Hamlet	Yes	No

Eaton Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
EA1	Eaton Park Community Centre	Eaton	Eaton	Yes	No
EA2	United Reformed Church	Eaton	Eaton	Yes	No
EA3	Eaton Parish Hall	Eaton	Eaton	Yes	No
EA3A	Eaton Parish Hall	Eaton	Town Close	Yes	No
EA4	Church of the Latter Day Saints	Eaton	Eaton	Yes	No

Lakenham Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
LA1	Tuckswood Library	Lakenham	Lakenham	Subject to confirmation by Norfolk County Council	No
LA2	Old Lakenham Community Centre	Lakenham	Lakenham	Yes	No
LA2A	Old Lakenham Community Centre	Lakenham	Thorpe Hamlet	Yes	No
LA3	Jubilee Centre	Lakenham	Lakenham	Yes	Yes –moved due to Arkwrights Social Club’s unavailability
LA3A	Davis Room, Wensum Lodge	Lakenham	Mancroft	Subject to confirmation by Norfolk County Council	Yes - moved from ward to division polling station
LA3B	Wensum Lodge	Lakenham	Thorpe Hamlet	Subject to confirmation by Norfolk County Council	Yes –moved due to Arkwrights Social Club’s unavailability
LA4	Jubilee Centre	Lakenham	Lakenham	Yes	No

Mancroft Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
MA1	Russell Street Community Centre	Mancroft	Mancroft	Yes	No
MA2	Norwich Central Baptist Church	Mancroft	Mancroft	Yes	No
MA3	Chantry Hall	Mancroft	Mancroft	Yes	No
MA4	Davis Room, Wensum Lodge	Mancroft	Mancroft	Subject to confirmation by Norfolk County Council	No
MA4A	Crown Room, Wensum Lodge	Mancroft	Thorpe Hamlet	Subject to confirmation by Norfolk County Council	No
MA5	Alive Church	Mancroft	Mancroft	Yes	No

Mile Cross Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
MX1	St Lukes Church Centre	Mile Cross	Mile Cross	Yes	No
MX1A	St Luke Church Centre	Mile Cross	Catton Grove	Yes	No
MX1B	St Lukes Church Centre	Mile Cross	Catton Grove	Yes	No
MX2	Norman Centre	Mile Cross	Mile Cross	Yes	No
MX3	Norman Centre	Mile Cross	Mile Cross	Yes	Yes- the Norman Centre to be used rather than mobile polling station due to social distancing
MX4	St Catherines Church	Mile Cross	Mile Cross	Yes	No

Nelson Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
NE1	Belvedere Centre	Nelson	Nelson	Yes	No
NE1A	Wensum Community Centre	Nelson	Wensum	Yes	Yes - moved from ward to division polling station
NE2	Recreation Road Sports Centre	Nelson	Nelson	Yes	No
NE3	Trinity United Reformed Church	Nelson	Nelson	Yes	No
NE4	St Peters Jessopp Road	Nelson	Nelson	Yes	No
NE5	Douro Chapel	Nelson	Mancroft	Awaiting Confirmation	Yes – Douro Place unavailable

Sewell Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
SE1	Roseberry Road Methodist Church	Sewell	Sewell	Yes	No
SE2	Christchurch Centre	Sewell	Sewell	Yes	No
SE3	Silver Road Community Centre	Sewell	Sewell	Yes	No
SE4	Mary Magdalene Church	Sewell	Sewell	Yes	No

Thorpe Hamlet Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
TH1	Crown Room, Wensum Lodge	Thorpe Hamlet	Thorpe Hamlet	Yes	No
TH2	Norwich Historic Churches Trust, St Marys Plain	Thorpe Hamlet	Thorpe Hamlet	Yes	Yes – Maids Head Hotel not available
TH3	The Norwich Hotel	Thorpe Hamlet	Thorpe Hamlet	Yes	No
TH4	St Matthews Church	Thorpe Hamlet	Thorpe Hamlet	Yes	No

Town Close Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
T01	Melbourne Cottages	Town Close	Town Close	Yes	No
T02	Cambridge Street Hall	Town Close	Town Close	Yes	No
T03	St Albans Church Hall	Town Close	Town Close	Yes	No
T04	East Anglian Squash Club	Town Close	Town Close	Yes	No
T05	St Albans Church Hall	Town Close	Town Close	Yes	No

University Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
UN1	St Marys Church Hall	University	University	Yes	No
UN1A	St Marys Church Hall	University	Bowthorpe	Yes	No
UN1B	Cadge Road Community Centre	University	Wensum	Yes	Yes - Moved from ward to division polling station
UN2	UEA, University Plain	University	University	Yes	No
UN3	George Carver Court	University	University	Yes	No
UN4	St Annes Church Hall	University	University	Yes	No
UN4A	Cadge Road Community Centre	University	Wensum	Yes	Yes - Moved from ward to division polling station
UN5	St Peters Jessopp Road Church	University	University	Yes	No
UN5A	St Peters Jessopp Road Church	University	Wensum	Yes	No
UN6	West Earlham Community Centre	University	University	Yes	No
UN6A	West Earlham Community Centre	University	Bowthorpe	Yes	No

Wensum Ward

Polling District	Polling Place	Ward	Division	Confirmed	Change
WE1	Marlpit Community Centre	Wensum	Wensum	Yes	No
WE2	Waddington Court Sheltered Housing	Wensum	Wensum	Yes	No
WE2A	Waddington Court Sheltered Housing	Wensum	Mancroft	Yes	No
WE3	Wensum Community Centre	Wensum	Wensum	Yes	No
WE4	Cadge Road Community Centre	Wensum	Wensum	Yes	No