



## **Mid Sussex District Council**

### **Review of Polling Districts and Polling Places 2019**

#### **Terms of Reference 2<sup>nd</sup> September 2019**

**A review of parliamentary polling districts, polling places and polling stations within the local authority area of Mid Sussex under the Representation of the Peoples Act 1983 (as amended) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 (as amended)**

## **1. Polling Place Review Information**

### **1.1 Introduction**

The Electoral Administration Act 2006 requires local authorities to review their parliamentary polling districts, polling places and polling stations at least once every four years. At the same time the polling arrangements for local elections can also be considered as they are identical to the parliamentary framework. Following the current review, the next review in Mid Sussex will be due to take place in 2023.

### **1.2 Glossary of Terms**

**Polling District** – a sub-division of an electoral area, such as a parliamentary constituency, into smaller parts. A polling district cannot be shared between two electoral areas, such as two parishes.

**Polling Place** – a designated area for a polling district into which polling stations are located. In the majority of cases the polling place should be placed within the borders of its polling district. A polling place can be as specific as a designated building, or as wide as the entire polling district.

**Polling Station** – a room or facility within a polling place where voting is conducted.

## 2. Review Terms of Reference

### 2.1 Aims of the Review

In conducting this review, the Council must seek to ensure that:-

- all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- polling places must contain buildings that are suitable for use as a polling station by all sections of the community;
- so far as is reasonable and practicable, all polling stations are accessible to all electors, including people with disabilities;
- polling places must be located in an area of the corresponding polling district unless special circumstances make it desirable to designate an area that is wholly or partly outside of the polling district.

### 2.2 Review Timetable

Date	Review Event	Outline
2 <sup>nd</sup> September 2019	Publication of Notice of Review	District Council invites submissions on the review from stakeholders and local electors.
2 <sup>nd</sup> September 2019 – 29 <sup>th</sup> November 2019	Consultation Period	Representations required from Acting Returning Officers for parliamentary constituencies. Stakeholders and electors within the local authority area can also make representations.
2 <sup>nd</sup> December 2019 – 17 <sup>th</sup> January 2020	Evaluation	Evaluation of all submissions received
21 <sup>st</sup> January 2020	Publication of Draft recommendations	
29 <sup>th</sup> January 2020	Full Council	Consideration of report and recommendations by Council

### 2.3 Consultation

Before making any decisions the District Council will take full account of the views of local people and identified stakeholders.

Information relating to the review will be available on the District Council's website, and relevant documents will be on deposit at the District Council's offices.

Written representations pertaining to the review may be submitted to:

Electoral Services  
Mid Sussex District Council  
Oaklands, Oaklands Road  
Haywards Heath, West Sussex, RH16 1SS

Or alternatively by email to: [elections@midsussex.gov.uk](mailto:elections@midsussex.gov.uk) or online at [www.midsussex.gov.uk/elections](http://www.midsussex.gov.uk/elections)

Questions or clarifications related to the review process may be directed to the same address.

## **2.4 Stakeholders**

The District Council has currently identified the following as stakeholders in this review process:

Members of the District Council  
Members of West Sussex County Council representing the Mid Sussex area  
Members of Parliament for the Constituencies of Mid Sussex, Horsham and Arundel & South Downs  
Members of the European Parliament for the South East region  
Burgess Hill Town Council  
East Grinstead Town Council  
Haywards Heath Town Council  
All Parish Councils in the District  
The Acting Returning Officer for the Constituency of Mid Sussex  
The Acting Returning Officer for the Constituencies of Horsham and Arundel & South Downs  
Local Agents for Political Parties  
Presiding Officers employed at elections in the District  
Voice for Disability (Formally West Sussex Association for Disabled People)  
West Sussex Independent Living Association  
Accessibility Action Group  
West Sussex Scope  
Age Concern (UK)  
Speak Up Mid Sussex  
Bluebird Community Partnership  
Mid Sussex Access Group  
East Grinstead Access Group  
Sussex Police  
Sussex Fire Service