

# Shadow Council



<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Tuesday 15 January 2019</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU
<b>Membership:</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Shadow Council to transact the business on the agenda set out below.    <b>Ian Gallin</b> <b>Chief Executive</b> <b>7 January 2019</b>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Quorum</b>	Twenty four Members
<b>Committee administrator:</b>	<b>Helen Hardinge</b> Democratic Services Officer <b>Tel:</b> 01636 719363 <b>Email:</b> <a href="mailto:helen.hardinge@westsuffolk.gov.uk">helen.hardinge@westsuffolk.gov.uk</a>

# Public Information



<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above and following address: <b>District Offices</b> <b>College Heath Road</b> Mildenhall Bury St Edmunds Suffolk IP28 7EY  at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The West Suffolk Shadow Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	Members of the public may ask questions of Members of the Shadow Executive (Cabinet) at ordinary meetings of the Shadow Council. 30 minutes will be set aside for persons in the public gallery who live or work in the West Suffolk area to ask questions about the work of the Shadow Council. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.  A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 01284 757176 or in person by telling the committee administrator present at the meeting.  Written questions, detailing the full question to be asked, may be submitted by members of the public to the Interim Monitoring Officer no later than 10.00 am on the previous working day to the meeting of the Council. Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Phone: 01284 757162	
<b>Disabled access:</b>	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
<b>Induction loop:</b>	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
<b>Recording of meetings:</b>	The Shadow Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
<b>Personal Information</b>	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

# **Agenda**

## **Procedural Matters**

### ***Page No***

#### **1. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 18 December 2018 (copy attached).

#### **2. Chairman's Announcements**

#### **3. Apologies for Absence**

To receive announcements (if any) from the officer advising the Chairman (including apologies for absence)

#### **4. Declarations of Interests**

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## **Part 1 – Public**

#### **5. Leader's Statement**

**5 - 6**

Paper No: **COU/SA/19/001**

**(Shadow Council Procedure Rules 8.1 – 8.3)** The Leader will provide a written statement summarising important developments and activities since the preceding meeting of the Shadow Council where these have arisen. These developments and activities will solely relate to the development of the Shadow Council, and matters related to the future West Suffolk Council.

Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

## 6. Public Participation

**(Shadow Council Procedure Rules Section 6)** Members of the public who live or work in the West Suffolk area are invited to put one question of not more than five minutes duration about the work of the Shadow Council to members of the Shadow Executive. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.\*

*(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Shadow Council will proceed to the next business.*

*Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.***

**Written questions** may be submitted by members of the public to the Interim Monitoring Officer **no later than 10.00 am on Monday 14 January 2019.** The written notification should **detail the full question** to be asked at the meeting of the Council.)\*

*\*For further information, see Public Information Sheet attached to this agenda.*

## 7. Polling District Review

7 - 60

Report No: **COU/SA/19/002**

## 8. Adoption of a Coat of Arms

61 - 70

Report No: **COU/SA/19/003**

## 9. Urgent Questions on Notice

The Shadow Council will consider any urgent questions on notice that were notified to the Interim Monitoring Officer by 11am on the day of the meeting.

## **Part 2 – Exempt**

**NONE**

# Shadow Council



**Minutes** of a meeting of the **Shadow Council** held on **Tuesday 18 December 2018** at **6.30 pm** at the **Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

Present: **Councillors**

**Chair** Sarah Stamp

**Vice Chair** Brian Harvey

Michael Anderson  
Trevor Beckwith  
David Bowman  
Ruth Bowman J.P.  
Sarah Broughton  
Simon Brown  
Tony Brown  
Carol Bull  
John Burns  
Rona Burt  
Louis Busuttil  
Mike Chester  
Patrick Chung  
Terry Clements  
Simon Cole  
Andy Drummond  
Stephen Edwards  
Mary Evans

Robert Everitt  
Paula Fox  
Susan Glossop  
John Griffiths  
Wayne Hailstone  
Diane Hind  
Paul Hopfensperger  
Victor Lukaniuk  
Carol Lynch  
Margaret Marks  
Jane Midwood  
Sara Mildmay-White  
Robin Millar  
David Nettleton  
Robert Nobbs  
Colin Noble  
David Palmer  
Robin Pilley

Clive Pollington  
Alaric Pugh  
Joanna Rayner  
Karen Richardson  
Peter Ridgwell  
Barry Robbins  
Nigel Roman  
Richard Rout  
Andrew Smith  
Andrew Speed  
Clive Springett  
Peter Stevens  
Jim Thorndyke  
Julia Wakelam  
Patricia Warby  
James Waters

## 48. Minutes

Councillor David Nettleton made reference to Minute No 46. 'Civic Leadership Review (Report No: COU/SA/18/013)' set out within the minutes of the meeting held on 20 November 2018 and proposed, in view of the perceived importance of the item in question, that the minutes be amended to include the number of votes cast for (33) and against (22) the substantive motion. This amendment was duly seconded by Councillor John Griffiths.

Accordingly, the minutes of the meeting held on 20 November 2018 were, therefore, confirmed as a correct record and were signed by the Chair, subject to the following **amendment**:

Minute No 46. Civic Leadership Review (Report No: COU/SA/18/013)

*"Upon the motion being put to the vote, **and with 33 voting for the motion and with 22 against, it was...**"*

**49. Chairman's Announcements**

At the invitation of the Chair, the Vice-Chair Councillor Brian Harvey addressed the meeting.

Councillor Harvey advised the Shadow Council that it was intended at the start of the civic year that he and Councillor Sarah Stamp would each take six months of chairing the Shadow Council, similar to how the Leaders would change over.

However, as he currently held the position of Chairman of Forest Heath District Council, which occupied a considerable amount of his time, and in light of Councillor Stamp doing such an excellent job as Chair it seemed sensible for him to remain as Vice-Chair of the Shadow Authority.

Councillor Stamp thanked Councillor Harvey for his kind words and advised the meeting that the Constitution agreed in May for the Shadow Authority confirmed that the Chair would remain in post for the year, hence, there was no need to put any re-appointment on the agenda.

**50. Apologies for Absence**

Apologies for absence were received from Councillors Ruth Allen, John Bloodworth, Max Clarke, Jason Crooks, Roger Dicker, Beccy Hopfensperger, Ian Houlder, Christine Mason, Elaine McManus, David Roach, Lance Stanbury and Frank Warby.

Councillors Andrew Appleby, Chris Baker, Louise Marston, Reg Silvester and Peter Thompson were also unable to attend the meeting.

**51. Declarations of Interests**

None were declared.

**52. Leader's Statement (Report No: COU/SA/18/014)**

Councillor John Griffiths, presented what was to be his last statement as Leader of the Shadow Council, as contained in Report No: COU/SA/18/014.

Councillor Griffiths stated that it had been a huge privilege to have been elected Leader of the Shadow Council in May 2018 and tremendous progress had been made since then.

No questions were posed to Councillor Griffiths on his statement.

**53. Election of the Leader of the Shadow Council**

The Chair advised the Shadow Council that, as referenced within the minutes of the last meeting, Councillor John Griffiths had indicated his intention to step aside and nominate the current Deputy Leader, Councillor James Waters, to lead the Shadow Council for the remainder of the 2018/2019 year.

In his introductory remarks, Councillor Griffiths made reference to how much he had enjoyed working alongside friend and colleague Councillor Waters for a number of years, and particularly since the inception of the Shadow Council in May 2018.

He was therefore delighted to nominate that Councillor Waters was elected Leader of the Shadow Council for the remainder of the 2018/2019 year. This was duly seconded by Councillor Robin Millar.

Upon the motion being put to the vote, it was

**RESOLVED:**

That Councillor James Waters be elected Leader of the Shadow Council for the remainder of the 2018/2019 year.

**54. Election of the Deputy Leader of the Shadow Council**

Councillor James Waters echoed the sentiments made by Councillor John Griffiths under the previous agenda item, and stated that he was looking forward to continuing to work together for West Suffolk.

He therefore proposed that Councillor Griffiths be elected Deputy Leader of the Shadow Council for the remainder of the 2018/2019 year. This was duly seconded by Councillor Sara Mildmay-White.

Upon the motion being put to the vote, it was

**RESOLVED:**

That Councillor John Griffiths be elected Deputy Leader of the Shadow Council for the remainder of the 2018/2019 year.

**55. Public Participation**

No members of the public in attendance had registered to speak.

**56. Referrals Report of Recommendations from the Shadow Executive (Cabinet) (Report No: COU/SA/18/015)**

The Shadow Council considered the Referrals Report of Recommendations from the Shadow Executive (Cabinet) contained within Report No: COU/SA/18/015.

**(A) Referrals from Shadow Executive (Cabinet): 27 November 2018**

**1. Council Tax Base for Tax Setting Purposes 2019/2020**

Approval was sought to set the tax base for 2019/2020 for West Suffolk.

Shadow Council were reminded that Orders had been laid allowing West Suffolk to harmonise the council tax of Forest Heath and St Edmundsbury over a period not exceeding seven years.

Councillor Stephen Edwards, one of the Shadow Executive Members with the responsibility for Resources and Performance, drew relevant issues to the attention of the Shadow Council.

Councillor Andrew Smith raised a query in that the figures set out in Paragraph 1.5 of Report No: COU/SA/18/015 did not match those listed within Recommendation 1.

Councillor Edwards confirmed that, to his understanding, the figures within the recommendation were correct and he would ask Officers to check those listed within Paragraph 1.5 and respond to Members outside of the meeting.

On the motion of Councillor Edwards, seconded by Councillor Jo Rayner and duly carried, it was:

**RESOLVED:**

That:-

1. The tax base for 2019/2020, for the whole of West Suffolk is 55,056.11 equivalent Band D dwellings, and for each of the predecessor areas is: Forest Heath 18,313.11 and St Edmundsbury 36,743.00, as detailed in paragraph 1.4.3 of Report No: EXC/SA/18/018; and
2. The tax base for 2019/2020 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendices 3 and 4 to Report No: EXC/SA/18/018.

*(Following conclusion of the meeting, Officers checked the source reports and confirmed that the figures in Recommendation 1, as proposed by the Cabinet Member and voted on, were consistent and correct.*

*Paragraph 1.5 therefore contained an error and this was communicated to all West Suffolk Members via their weekly bulletin.)*

**57. Urgent Questions on Notice**

No urgent questions on notice had been received.

The Chair wished all present a very Merry Christmas and a Happy New Year and the meeting concluded at 6.44pm.

**Signed by:**

**Chairman**

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# Shadow Council



<b>Title:</b>	<b>Leader's Statement</b>	
<b>Paper No:</b>	<b>COU/SA/19/001</b>	
<b>Paper to and date:</b>	<b>Shadow Council</b>	15 January 2019
<b>Documents attached:</b>	<b>None</b>	

Although we are now at 15 January, this is my first Leader's statement for the New Year and after you kindly voted me into the role. Which is why I want to take this opportunity to wish you all a belated Happy New Year and express my excitement at the opportunities we all have ahead, working together to create the new West Suffolk Council.

As I meet other Leaders and councils from across the country, what is clear is the way we work and opportunities we have is ahead of many authorities. This has always been the corner stone of our plans for the new West Suffolk Council, to build on our strong foundations and create something new that better benefits the communities and businesses we serve.

I have already seen those words turn into deeds. As I look across the room tonight I see many councillors working more closely together, be they St Edmundsbury, Forest Heath, urban or rural, as well as across parties. John highlighted in his last statement how we have been working as one on this. It's fitting tonight we are discussing our joint historical roots as we look at the Coat of Arms for West Suffolk.

This way of working has brought forward policies and proposals that we have discussed previously and will debate tonight around these tables and will shape the new Council. It has also created new ways of working, more interest from Government, partners and investors but at the same time a better ability to face future challenges and crucially continue to deliver high quality services – even at Christmas and through the New Year.

Just before the end of last year I was talking to businesses about hundreds of millions of pounds of opportunities and investment in our area, including the F35 fighter programme. We agreed to support hundreds of thousands of pounds of investment in local community groups that are doing great work in our area.

The better ability to lobby and work in different ways with partners is paying off. Following conversations with our councils, the Cambridgeshire and Peterborough Combined Authority announced their aspiration for the Cambridge metro to link to Mildenhall and Haverhill. We have secured more funding for social prescribing in West Suffolk, leading the way with our families and community work. But we are also innovating the largest Solar for Business installation we have going up on an international business in West Suffolk, and we just heard before Christmas of a grant for a £770,000 scheme to create smart energy grid pilots. Reducing pollution, cost to business and us as well as an income.

While tonight we may be looking briefly at the past and what binds us in a coat of arms it is also a good time to look ahead and what new story and initiatives we will make together. Therefore, a happy New Year to you all and I look forward to the new chapter for West Suffolk we are all about to write.

**Councillor James Waters**  
**Leader of the West Suffolk Shadow Council**

# Shadow Council



<b>Title of Report:</b>	<b>Polling District Review</b>	
<b>Report No:</b>	<b>COU/SA/19/002</b>	
<b>Report to and date/s:</b>	Shadow Council - 15 January 2019	
<b>Shadow Executive (Cabinet) Members:</b>	<p>Councillor Ruth Bowman Cabinet Member for Future Governance – Forest Heath <b>Tel:</b> 01638 510896 <b>Email:</b> <a href="mailto:ruth.bowman@forest-heath.gov.uk">ruth.bowman@forest-heath.gov.uk</a></p>	<p>Councillor Carol Bull Portfolio Holder for Future Governance – St Edmundsbury <b>Tel:</b> 01953 681513 <b>Email:</b> <a href="mailto:carol.bull@stedsbc.gov.uk">carol.bull@stedsbc.gov.uk</a></p>
<b>Lead officer:</b>	<p>Fiona Osman Electoral Services - Manager <b>Tel:</b> 01284 757105 <b>Email:</b> <a href="mailto:fiona.osman@westsuffolk.gov.uk">fiona.osman@westsuffolk.gov.uk</a></p>	
<b>Purpose of report:</b>	To review the designation of polling districts and polling places in the district of West Suffolk and to implement any recommendations in the publication of the Electoral Register.	
<b>Recommendation:</b>	<p><b>It is recommended that:</b></p> <p><b>(1) The Schedule of Polling Districts at Appendix 4 is approved; and</b></p> <p><b>(2) The Schedule of Polling Places at Appendix 5 is approved.</b></p>	
<b>Key Decision:</b>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>No, it is not a Key Decision - ☒</p>	

<b>Consultation:</b>		<p>A letter outlining the review process and a background document was circulated to:</p> <ul style="list-style-type: none"> <li>- Borough and District Councillors</li> <li>- County Councillors</li> <li>- Parish Councils</li> <li>- Party Agents</li> <li>- Acting Returning Officer for South Suffolk Constituency</li> </ul> <p>The consultation information was published on the Council's website.</p>	
<b>Alternative option(s):</b>		The Electoral Registration Act 2013 requires every Council to conduct a review during the 16 months beginning 1 October 2018.	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Council fails to meet the reasonable requirements of electors and fails to take sufficient account of the accessibility for disabled persons of a polling station	High	Public consultation and direct consultation with statutory consultees. All polling stations assessed by the elections team and by Polling Station Inspectors at the election.	Low/Medium/ High*
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Consultation page/information on website: <a href="https://www.westsuffolk.gov.uk/Council/Consultations/reviewofpollingdistrictsandpollingplaces2018.cfm">https://www.westsuffolk.gov.uk/Council/Consultations/reviewofpollingdistrictsandpollingplaces2018.cfm</a>	

<b>Documents attached:</b>	<b>Appendix 1</b> – Information sheet for consultees <b>Appendix 2</b> – Wards and polling districts, places and stations – no changes <b>Appendix 3</b> – Wards and polling districts, places and stations – changes <b>Appendix 4</b> – Schedule of Polling Districts <b>Appendix 5</b> – Schedule of Polling Places
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## **1. Key issues and reasons for recommendation(s)**

### **1.1 Background**

- 1.1.1 The Electoral Registration and Administration Act 2013 introduced a change to the compulsory reviews of UK Parliamentary polling districts and polling places requiring local authorities to complete a review between 1 October 2018 and 31 January 2020.
- 1.1.2 Although the relevant regulations relate to parliamentary elections, the Council will apply the outcomes of the review to local elections and referenda, in order that electors voting in person will use the same premises on each occasion.
- 1.1.3 The Local Government Boundary Commission for England (LGBCE) has reviewed the new Council's electoral arrangements and the final recommendations for the West Suffolk Council ward boundaries were published on 12 October 2018. Following a period of Parliamentary scrutiny, the revised electoral arrangements have been approved and will come into force at the elections on 2 May 2019.
- 1.1.4 The new ward boundaries and polling districts will be included in a revised Register of Electors to be published on 1 February 2019.

### **1.2 Introduction to the review**

- 1.2.1 The Council is required to review of polling districts and places and must also approve a new schedule of polling districts to take account of the new ward boundaries, particularly in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket where the majority of ward boundaries have changed.

- 1.2.2 As part of the review, comments were sought from members of the public, local political groups, parish councils, borough and district councillors, county councillors and the (Acting) Returning Officer for the South Suffolk constituency. Comments were invited via an online survey, or by sending an e-mail or letter to the Electoral Services team. Consultees were asked to make representations concerning the proposed arrangements and, where possible, asked to suggest alternative polling locations to consider.

- 1.2.3 An [information sheet](#) was provided to all consultees (see **Appendix 1**) together with a list of all [current and proposed polling stations](#).

A total of nine responses were received from the consultation: four from parish councils or parish meetings; three from borough or district councillors; one from the Chairman of a village hall committee; and one from the (Acting) Returning Officer for the South Suffolk constituency. Details of the responses received are listed against the relevant ward at Appendix 3.

1.2.4

**2. Key objectives of the review**

- 2.1 The primary purpose of the review is to determine voting arrangements that are as convenient as possible for local residents and to designate polling places that are accessible to all electors. During any review of polling districts, polling places and polling stations, the Returning Officer must provide information and comment on both the existing polling stations and the polling stations that would likely to be used, if any new proposals for polling places were to be accepted. Election rules require the Returning Officer to decide how many polling stations are required for each polling place and they must allocate electors to the polling stations in such manner as they think appropriate.

2.2 Premises

- 2.2.1 A range of premises are currently employed within the authority for use as polling places including schools, council premises, church halls, caravans and portacabins. As part of the review, the suitability of these premises was assessed, incorporating any comments received during the consultation. The review considered any potential known future problems with polling places, such as building works or closure, or future non-availability of premises.
- 2.2.2 The choice of polling place will often be a balance between the quality (access, facilities, etc.) of a building and the distances between the electors and that building, compared to other options for polling places. There is no detailed guidance on this. The legislation provides merely that all electors in a constituency should have 'such reasonable facilities for voting as are practicable in the circumstances'.
- 2.2.3 The selection of suitable premises for use as a polling place often poses challenges. For example, schools are usually easy for local voters to find and provide good facilities for both polling staff and electors. However, this can cause disruption to the administration of the school and the Electoral Services Team work closely with the school's management team to try and minimise any disruption.
- 2.2.4 Polling stations should be easy to find on polling day. Where suitable permanent premises are not available in a polling district, temporary facilities can be provided for use as a polling station such as caravans or portacabins.
- 2.2.5 As part of this review, consideration was given to the availability of caravans for use as polling stations in the long term; a supplier in Stowmarket had already ceased trading and a supplier in Norwich was currently being used.

An alternative supplier in Haverhill was suggested by a Haverhill councillor, but this supplier only sold new and used caravans and did not hire caravans.

- 2.2.6 To reduce the risk of the unavailability of caravans for future elections, it is proposed that seven polling districts poll with their neighbouring parishes. In all cases, the new polling station is no more than 3 miles from the current polling station and is within the same district ward. In some parishes electors have to travel similar distances or even further to a polling station within the same parish.
- 2.2.7 The seven parishes affected by this have been contacted individually to allow them to consider whether a suitable alternative is available within their parish and three responses have been received.

### 2.3 Electors

- 2.3.1 During a review of this type, consideration must also be given to the appropriate number of electors per polling station and polling place, depending on the facilities available, the geographical location of the polling districts, as well as the increasing number of electors who now vote by post.

### 2.4 Communications campaign

- 2.4.1 Consideration has been given to the problem of 'elector confusion'. This can occur changing the venue of polling stations. It has been agreed that a communications campaign will be launched across West Suffolk to inform residents and electors of all of the proposed changes. This will include a letter being sent to every elector where there is a change of polling station, press releases, information on the Council's website and use of social media.

## **3. Requirements and process of the review**

- 3.1 In conducting a review, guidance and legislation provides that the following requirements must be met:
- Publication of notice of holding of the review
  - Consultation with the (Acting) Returning Officer for every parliamentary election held in a constituency which is wholly or partly within its area
  - Every such (Acting) Returning Officer must make representations to the Council which must include information as to the location of the polling stations (existing or proposed) within polling places (existing or proposed).
  - The representations must be published as prescribed.
  - The Council must seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities
  - Any elector in a constituency situated in whole, or in part in the authority's area, may make representations.

## **4. Parliamentary and ward boundaries**

- 4.1 There are currently three constituency areas:
- West Suffolk constituency – which is wholly within West Suffolk

- Bury St Edmunds constituency – which is partly within West Suffolk, and partly within Mid Suffolk
  - South Suffolk constituency – which is partly within West Suffolk, and partly within Babergh
- 4.2 Ten district wards had no changes proposed to the polling districts, polling places or polling stations. In addition, no feedback was received regarding these wards during the consultation. Full details of the wards are at **Appendix 2.**
- 4.3 43 district wards had changes proposed to either the polling districts, polling places or polling stations and/or had feedback received during the consultation. Full details of the proposals and feedback received are at **Appendix 3.**

## **5. Designation of polling districts and polling places**

- 5.1 The Council is required to designate the polling districts and polling places. There is no requirement to designate a polling place for every polling district except in instances when electors have to vote outside of their polling district. This generally occurs where there is no suitable building to use as a polling station. If no polling place is designated then by default the polling district is the polling place.
- 5.2 It is proposed that the Council adopts the policy of only designating a Polling Place where out-of-district polling takes place as this allows for flexibility if buildings are not available, particularly in relation to unscheduled elections where bookings have to be made at short notice.
- 5.3 The Schedule of Polling Districts is at **Appendix 4** and the Schedule of Polling Places is at **Appendix 5.**



# West Suffolk Council

## Review of Polling Districts and Polling Places/Stations 2018

### Information Sheet

#### General Information

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must be started and completed between 1 October 2018 and 31 January 2020.

A review of electoral arrangements has also been undertaken by the local Government Boundary Commission for England (LGBCE) and their [final recommendations](#) were published on 23 October 2018.

#### **What is the difference between a polling district, a polling place and a polling station?**

2.1 A polling district is a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a ward or an electoral division. Many of the polling districts in the rural areas of Forest Heath and St Edmundsbury are pre-defined as a result of parish arrangements and the only question to consider is whether it would make for more effective arrangements if the parish were divided into parish wards.

In urban areas there is potentially more scope to alter the boundaries of polling districts. Here the prime consideration is to achieve reasonable facilities for voting for all the electors, so far as practicable.

2.2 A **polling place** is a geographical area in which a polling station is located. However, as there is no legal definition of what a polling place is the geographical area could be defined as tightly as a particular building or as widely as the entire polling district. The only circumstance in which we must designate a polling place is where polling cannot take place within the polling district as there are no suitable premises or locations for a temporary polling station.

A **polling station** is the actual room used for polling and must be located within the polling place designated for the particular polling district.

## **How will the new ward boundaries for West Suffolk Council affect polling districts?**

In rural areas, a polling district usually has the same boundary as a parish, unless that parish is warded. It is anticipated that the polling districts in rural areas will remain the same.

However in urban areas, the polling districts will need to be revised to reflect the new ward boundaries published by the Local Government Boundary Commission for England.

## **Who is responsible for designating polling districts?**

Every relevant authority in the UK is responsible for dividing its area into polling districts for UK Parliamentary elections for as much of any constituency that is situated in its area and for keeping the polling districts under review.

When designating polling districts, relevant authorities must seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstance. In addition, and unless there are special circumstances that lead the authority to determine otherwise, each parish in England must be in a separate polling district.

## **Who is responsible for designating polling stations?**

The Returning Officer for the particular election must provide a sufficient number of polling stations, and allot the electors to those polling stations in such manner as he or she thinks the most convenient.

Polling stations must be located within the polling places designated by the relevant authority.

In order to provide good disabled access, we have reviewed our use of caravans as polling stations. Where possible, we have proposed that an alternative polling station is used within the polling district, or electors poll at a polling station within a neighbouring parish. We welcome any alternative suggestions.

## **How do I suggest a change to an existing polling district or polling place designation?**

When making a suggestion for a change please outline the reasons for making the change, such as improved convenience for all electors in the ward. When considering any proposals for change the Council will be aiming, so far as practicable, to make equitable arrangements for polling right across the area. Proposals will be considered in this wider context, as well as with regard to the convenience of the local arrangements.

**Who is being consulted?**

All Borough/District and County Councillors for Forest Heath and St Edmundsbury, Parish Councils, the Returning Officer of each parliamentary constituency within the Borough/District, the County Returning Officer, voluntary groups and local political parties.

**What is the timetable for the review?**

<b>Date</b>	<b>Event</b>
23 Oct 2018	LGBCE publish Final Recommendations for ward boundaries.
5 Nov 2018	Publish notice of Polling District Review
6 Nov – 11 Dec 2018	Consultation with Acting Returning Officer for any constituencies within West Suffolk Council area, parish councils, district and county councillors, disability groups and electors.
1 Dec 2018	Publish revised register of electors following annual canvass (using current polling districts)
15 Jan 2019	Shadow Authority to consider Schedule of Polling Places and Polling Districts
1 Feb 2019	Revised Register is re-published on new ward boundaries and polling districts
2 May 2019	Elections held on new ward boundaries and polling districts

If you have any queries about the polling district review process, or require further information, please contact:

Fiona Osman  
Electoral Services - Manager

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## Polling Districts and Places where no changes are proposed

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)
	Letters	Name		
<b>Barningham</b>	W-BGM	Barningham	Polling district	Barningham Village Hall
	W-HEP	Hepworth	Polling district	Hepworth Community Pavilion
	W-HOP	Hopton	Polling district	Hopton Village Hall
	W-KNE	Knettishall	Polling districts of Knettishall and Hopton	Hopton Village Hall, Hopton
	W-MWE	Market Weston	Polling district	Market Weston Village Hall
	W-THE	Thelnetham	Polling district	Thelnetham Village Hall
<b>Exning</b>	W-EXN	Exning	Polling district	Exning Community Church Hall
<b>Horringer</b>	B-GWH	Great Whelnetham	Polling district	Whelnetham Community Centre, Great Whelnetham
	B-HOR	Horringer	Polling district	Horringer Community Centre
	B-ICK	Ickworth	Polling districts of Ickworth and Horringer	Horringer Community Centre
	B-LWH	Little Whelnetham	Polling districts of Little Whelnetham and Great Whelnetham	Whelnetham Community Centre, Great Whelnetham
	B-NOW	Nowton	Polling district	Nowton Village Hall
	W-HAW	Hawstead	Polling district	Hawstead Community Centre
<b>Iceni</b>	W-HER	Herringswell	Polling district	Herringswell Village Hall
	W-REL1	Red Lodge 1	Polling district	Millennium Centre, Lavender Close
	W-REL2	Red Lodge 2	Polling district	Red Lodge Sports Pavilion
<b>Ixworth</b>	W-IXT	Ixworth Thorpe	Polling districts of Ixworth Thorpe and Ixworth	Ixworth Village Hall
	I-IXW	Ixworth	Polling district	Ixworth Village Hall
<b>Lakenheath</b>	W-ELV	Elveden	Polling district	Elveden Village Hall, Elveden

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)
	Letters	Name		
	W-ERI	Eriswell	Polling district	Eriswell Reading Room, The Street, Eriswell
	W-LK-SF	Lakenheath (Sedge Fen)	Polling district	Baptist Church Hall, Sedge Fen, Lakenheath
	W-LK-VL1	Lakenheath (Village) 1	Polling district	Lakenheath Methodist Hall, Back Street
	W-LK-VL2	Lakenheath (Village) 2	Polling district	Lakenheath Peace Memorial Hall, High Street, Lakenheath
Manor	W-BAR	Barton Mills	Polling district	Barton Mills Village Hall
	W-CAV	Cavenham	Polling district	The Club Room, Cavenham
	W-FRE	Freckenham	Polling district	Freckenham Village Hall
	W-TUD	Tuddenham St Mary	Polling district	Tuddenham Village Hall
	W-WOR	Worlington	Polling district	Worlington Village Hall
Pakenham & Troston	B-AMP	Ampton	Polling district	Ampton Social Club, The Street, Ampton
	B-GLI	Great Livermere	Polling district	Great Livermere Village Hall
	B-HN-ST	Honington (Station)	Polling district	RAF Honington Community Centre
	B-LLI	Little Livermere	Polling districts of Little Livermere and Ampton	Ampton Social Club, The Street, Ampton
	B-PAK	Pakenham	Polling district	Pakenham Village Hall
	B-TIM	Timworth	Polling districts of Timworth and Ampton	Ampton Social Club, The Street, Ampton
	B-TRO	Troston	Polling district	Troston Village Hall
The Rows	W-BEC1	Beck Row 1	Polling district	Rose and Crown Parish Hub, 82 Holmsey Green
	W-BEC2	Beck Row2	Polling district	Holywell Row Village Hall, The Street, Holywell Row
	W-WER1	West Row 1	Polling district	West Row Village Hall, Chapel Road
	W-WER2	West Row 2	Polling district	Caravan sited at Isleham Marina
Whepstead & Wickhambrook	S-BRO*	Brockley	Polling district	Brockley Village Hall
	S-DES*	Denston	Polling district	Denston Village Hall
	S-HAK*	Hawkedon	Polling district	Hawkedon Village Hall

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)
	Letters	Name		
	S-STF*	Stansfield	Polling district	Stansfield Village Hall
	W-WHE	Whepstead	Polling district	Whepstead Community Centre
	W-WIC	Wickhambrook	Polling district	Wickhambrook Memorial Social Centre

\*South Suffolk Constituency

### Response from (Acting) Returning Officer for South Suffolk Constituency

As the (Acting) Returning Officer for the polling districts and places within the **South Suffolk Parliamentary Constituency** I clearly have an interest in their disposition.

I note that you are considering minor changes for Poslingford and Barnadiston. I am not aware of any significant concerns around those polling districts and thus do not feel that I would be in a better position than your own Acting Returning Officer to assess their suitability in practice. However, I do ask that the provision is reasonable and provides convenient facilities for the electors to cast their votes in line with statutory requirements.

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## Polling districts and places where changes are proposed

Ward	Polling District		Polling Place	Polling Station (designated by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Bardwell	W-BDW	Bardwell	Polling district	Bardwell Village Hall, Up Street	NO
	W-BHM	Barnham	Polling district	Barnham Village Hall, Mill Lane	NO
	W-CWE	Coney Weston	Polling district	Coney Weston Village Hall, The Street	NO
	W-EUS	Euston	Polling districts of Euston or Barnham	Barnham Village Hall, Mill Lane	YES
	W-FMA	Fakenham Magna	Polling district	St Peters Church, Fakenham Magna	NO
	W-HN-VL	Honington (Village)	Polling district	Honington & Sapiston Village Hall, Sapiston	NO
	W-SAP	Sapiston	Polling districts of Sapiston or Honington (Village)	Honington & Sapiston Village Hall, Sapiston	NO

### Feedback received:

The Clerk to Euston Parish Meeting expressed the view that electors should not be expected to travel to Barnham to vote. It was suggested that the 'old village shop' behind 5 The Street, or a room at Euston estate, could be used instead.

### Comments:

A caravan is currently used as a polling station in Euston parish. The two suggested locations will be investigated further and in the meantime, it is proposed that the polling place includes both Euston and Barnham.

The (Acting) Returning Officer supports the proposed polling arrangements.

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Barrow	W-BRW	Barrow	Polling district	Barrow Village Hall	NO
	W-DEN	Denham	Polling district	St Marys Church, Denham	NO
	W-GSX	Great Saxham	Polling district	St Andrews Church, Great Saxham	YES
	W-LSX	Little Saxham	Polling districts of Little Saxham or Great Saxham	St Andrews Church, Great Saxham	YES
	W-WES	Westley	Polling district	The Westley Club, Old Church Lane, Westley	NO
<p><b>Feedback received:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Two caravans are currently used as polling stations in Great Saxham and Little Saxham. It is proposed that electors in both polling districts, poll at St Andrews Church in Great Saxham. Great and Little Saxham are also a grouped parish council.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Brandon Central</b>	W-BR-C	Brandon (Central)	Polling district	Royal British Legion, London Road	YES
<p><b>Feedback received:</b> The Town Clerk for Brandon expressed concern that the proposed polling stations were all in the Brandon Central ward.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>All suitable polling stations in Brandon are located within the Brandon Central ward and are considered accessible for all electors in Brandon. Both the Royal British Legion and the Leisure Centre have been used for the past few years.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Brandon East	W-BR-E	Brandon (East)	Polling districts of Brandon (East) or Brandon (Central)	Empanda Day Centre, Warren Close	YES
<p><b>Feedback received:</b> The Town Clerk for Brandon expressed concern that the proposed polling stations were all in the Brandon Central ward, and that the proposed location at Empanda was not ideal as it had poor access and parking. It was also stated that electors from the eastern side of Brandon and from Santon Downham would not walk into the centre of Brandon to vote.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>All suitable polling stations in Brandon are located in the Brandon Central ward. In addition to the two existing polling stations, a third polling station is proposed at Empanda Day Centre in Warren Close. Electors in Brandon currently poll in the centre of the town and have done for a number of years. Electors in Santon Downham have their own polling station within their parish and therefore do not have to travel to Brandon to vote.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Brandon West</b>	W-BR-W	Brandon (West)	Polling districts of Brandon (West) or Brandon (Central)	Brandon Leisure Centre, Church Road	YES
<p><b>Feedback received:</b> The Town Clerk for Brandon expressed concern that the proposed polling stations were all in the Brandon Central ward.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>All suitable polling stations in Brandon are located in the Brandon Central ward and electors in Brandon have polled in similar locations for a number of years.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Abbeygate</b>	B-BE-AB1	Bury St Edmunds (Abbeygate) 1	Polling district	United Reformed Church, Whiting Street,	YES
	B-BE-AB2	Bury St Edmunds (Abbeygate) 2	Polling district	Quaker Meeting House, St Johns Street	YES
	B-BE-AB3	Bury St Edmunds (Abbeygate) 3	Polling district	Hyndman Centre, Hospital Road (*see Bury St Edmunds (Westgate) 3)	YES
<p><b>Feedback received:</b> A Bury St Edmunds councillor proposed splitting Bury St Edmunds (Abbeygate) 1 into two polling districts with electors south of the River Linnet polling at a location within this area.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries. If Bury St Edmunds (Abbeygate) 1 were to be split into two polling districts, a potential polling station could be the Bury Rugby Club for electors south of the River Linnet. However there are concerns that frequent events being held at the club could impact on future polling arrangements. In addition electors in this area have polled at the United Reformed Church for the past 10 years and no complaints have been received from electors about their polling arrangements.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
(Bury St Edmunds) Eastgate	B-BE-EA1	Bury St Edmunds (Eastgate) 1	Polling district	Garland Street Baptist Church	NO
	B-BE-EA2	Bury St Edmunds (Eastgate) 2	Polling district	Bury Town Football Club (to be confirmed)	YES
<p><b>Feedback received:</b> A Bury St Edmunds councillor proposed splitting Bury St Edmunds (Eastgate) into 2 polling districts and providing an additional polling station to the east of the polling district.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries. The original proposal was for a single polling district with all electors polling at Garland Street Baptist Church.</p> <p>Currently, there are, two polling districts and two polling stations for the same area. Instead of using the site of St James Middle School, it is proposed that Bury Town Football Club is used as the second polling station (subject to confirmation).</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Minden</b>	B-BE-MI1	Bury St Edmunds (Minden) 1	Polling district	Westbury Community Centre, Oliver Road	YES
	B-BE-MI2	Bury St Edmunds (Minden) 2	Polling district	West Road Church, 68 Queens Road	YES
	B-BE-MI3	Bury St Edmunds (Minden) 3	Polling district	All Saints Church, Park Road	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Although there are no changes to polling stations in this area, the polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					



Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Moreton Hall</b>	B-BE-MH1	Bury St Edmunds (Moreton Hall) 1	Polling district	Moreton Hall Community Centre, Symonds Road	NO
	B-BE-MH2	Bury St Edmunds (Moreton Hall) 2	Polling districts of Bury St Edmunds (Moreton Hall) 2 or Rushbrooke with Rougham (North)	Skyliner Gym, Rougham Tower Avenue	YES
	B-RUS-N	Rushbrooke with Rougham (North)	Polling district	Skyliner Gym, Rougham Tower Avenue	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Abbots Green Primary School is the usual polling station for Bury St Edmunds (Moreton Hall) 2 but the use of it has a big impact on the administration of the school. An alternative polling station has been sought for a number of years and therefore it is proposed to use Skyliner Gym which is in the same district ward of Moreton Hall, but in a different polling district.</p> <p>The parish of Rushbrooke with Rougham is now warded and the 2 parish wards are in different district wards.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Southgate</b>	B-BE-SG1	Bury St Edmunds (Southgate) 1	Polling district	Victory Sports Ground, Nowton Road	YES
	B-BE-SG2	Bury St Edmunds (Southgate) 2	Polling district	Southgate Community Centre, Caie Walk	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries. A second polling district has been created to allow electors in the east of the ward to poll at a new polling station, Victory Sports Ground.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
(Bury St Edmunds) St Olaves	B-BE-SO1	Bury St Edmunds (St Olaves) 1	Polling district	Northumberland Avenue Methodist Church, Northumberland Avenue	YES
	B-BE-SO2	Bury St Edmunds (St Olaves) 2	Polling district	Newbury Community Centre, St Olaves Road	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Although there are no changes to polling stations in this area, the polling district boundaries have been changed to align with the new district ward boundaries and therefore some electors may be polling in different polling stations to current.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Tollgate</b>	B-BE-TG1	Bury St Edmunds (Tollgate) 1	Polling district	West Suffolk College, Out Risbygate	YES
	B-BE-TG2	Bury St Edmunds (Tollgate) 2	Polling district	7 <sup>th</sup> Day Adventist Church, Fornham Road	YES
	B-BE-TG3	Bury St Edmunds (Tollgate) 3	Polling district	Anselm Community Centre, Anselm Avenue	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries. The ward has been divided into 3 polling districts. West Suffolk College provides improved electoral arrangements for electors in Bury St Edmunds (Tollgate) 1.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>(Bury St Edmunds) Westgate</b>	B-BE-WE1	Bury St Edmunds (Westgate) 1	Polling district	Horringer Court Middle School, Glastonbury Road	YES
	B-BE-WE2	Bury St Edmunds (Westgate) 2	Polling district	West End Home Guard Club, 53 Abbot Road	YES
	B-BE-WE3	Bury St Edmunds (Westgate) 3	Polling district	Hyndman Centre, Hospital Road (*see Bury St Edmunds (Abbeygate) 3)	YES
<p><b>Feedback:</b> A Bury St Edmunds councillor suggested that electors in the Out Westgate parish ward (Bury St Edmund (Westgate) 3 polling district) should poll at the Hyndman Centre (in Abbeygate district ward) rather than the West End Home Guard Club (in Westgate district ward).</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The original proposal was for electors in Bury St Edmunds (Westgate) 3 to poll at the West End Home Guard Club as this polling station is within the Westgate district ward, whereas the Hyndman Centre is in the Abbeygate district ward.</p> <p>However the Hyndman Centre is considerably closer for electors but two polling stations will be required for electors in the Westgate ward and electors in the Abbeygate ward.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
	W-CHD	Chedburgh	Polling district	Erskine Community Centre, Chedburgh	NO
	W-CHV	Chevington	Polling district	Chevington Village Hall	NO
	W-DAL	Dalham	Polling district	Dalham Village Hall	NO
	W-DEP	Depden	Polling districts of Depden or Chedburgh	Erskine Community Centre in Chedburgh	YES
	W-HAR	Hargrave	Polling district	Hargrave Village Hall	NO
	W-LID	Lidgate	Polling district	Lidgate Village Hall	NO
	W-OUS	Ousden	Polling district	Ousden Village Hall	NO
	W-RED	Rede	Polling district	Rede Village Hall	NO
<p><b>Feedback:</b> The Clerk to Depden Parish Council suggested an alternative polling station could be at the Old Farm Shop at Rookery Farm.</p> <p><b>Comments:</b> A caravan is currently used as a polling station in Depden parish. We will investigate the suggested alternative but in the meantime, it is proposed that the polling place include both Depden and Chedburgh so that electors could poll in their neighbouring parish at Erskine Community Centre if necessary.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Clare, Hundon & Kedington	S-CAV*	Cavendish	Polling district	Memorial Hall, Cavendish	NO
	S-CLA*	Clare	Polling district	Clare Community Centre	NO
	S-POS*	Poslingford	Polling districts of Poslingford or Clare	Clare Community Centre	YES
	W-BND	Barnardiston	Polling districts of Barnardiston or Hundon	Hundon Village Hall	YES
	W-HUN	Hundon	Polling district	Hundon Village Hall	NO
	W-KED	Kedington	Polling district	Kedington Royal British Legion	NO
	W-SBC	Stoke by Clare	Polling district	Stoke by Clare Village Hall	NO
	W-STR	Stradishall	Polling district	Stradishall Parish Church	NO
	W-WIX	Wixoe	Polling district	St Leonards Church, Wixoe	NO

**Feedback:**

Poslingford Parish Council were against the proposal for electors in Poslingford to poll with their neighbouring parish of Clare due to the distance to travel. A subsequent email from the Clerk suggested using either the church or Poslingford Hall. A Haverhill councillor suggested that Barnardiston Preparatory School could be used as a polling station.

**Comments:**

Two caravans are currently used as polling stations in Barnardiston and Poslingford parishes. It is proposed that electors instead poll in the neighbouring parishes of Hundon and Clare respectively. The alternative locations suggested will be investigated further but in the meantime, it is proposed that the polling places for both Poslingford and Barnardiston include their neighbouring parishes so that electors could poll there if necessary.

The (Acting) Returning Officer supports the proposed polling arrangements.

\*South Suffolk constituency

As the (Acting) Returning Officer for the polling districts and places within the **South Suffolk Parliamentary Constituency** I clearly have an interest in their disposition.

I note that you are considering minor changes for Poslingford and Barnardiston. I am not aware of any significant concerns around those polling districts and thus do not feel that I would be in a better position than your own Acting Returning Officer to assess their suitability in practice. However, I do ask that the provision is reasonable and provides convenient facilities for the electors to cast their votes in line with statutory requirements.

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Haverhill Central	W-HH-C1	Haverhill (Central) 1	Polling districts of Haverhill (Central) 1 or Haverhill (Central) 2	Haverhill Arts Centre, High Street	YES
	W-HH-C2	Haverhill (Central) 2	Polling district	Haverhill Arts Centre, High Street	YES
<p><b>Feedback:</b> A Haverhill councillor responded that the Haverhill Arts Centre would be a better location for <b>all</b> electors in Haverhill Central ward. The proposal for some electors to poll at Haverhill Leisure Centre would mean electors needing to cross Eringshausen Way which is a busy main road.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Due to the small number of electors in Haverhill (Central) 1 and the feedback received regarding the busy main road, it is proposed that <b>all</b> electors poll at Haverhill Arts Centre.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					



Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Haverhill East	W-HH-E1	Haverhill (East) 1	Polling district	Chalkstone Community Centre	YES
	W-HH-E2	Haverhill (East) 2	Polling district	The New Croft, Chalkstone Way	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Two polling districts have been created in Haverhill East – with part 1 polling at the existing polling station, Chalkstone Community Centre, and part 2 polling at The New Croft. These arrangements allow for an increase in electors when the new houses are built.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Haverhill North	W-HH-N1	Haverhill (North) 1	Polling district	New Cangle Primary School, Chapple Drive	YES
	W-HH-N2	Haverhill (North) 2	Polling district	Portacabin (site to be confirmed)	YES
<p><b>Feedback:</b> A Haverhill councillor suggested that the portacabin for Haverhill (North) 2 could be located adjacent to the skate park adjacent to Howe Road.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Two polling districts have been created in Haverhill North in order to reduce the number of electors polling at New Cangle Primary School. As there is currently no suitable building, a portacabin would be sited in Haverhill (North) 2 and potential sites would be investigated.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Haverhill South	W-HH-S1	Haverhill (South) 1	Polling district	Leiston Community Centre, Leiston Road	YES
	W-HH-S2	Haverhill (South) 2	Polling districts of Haverhill (South) 2 or Haverhill (Central) 2	to be confirmed	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Two polling districts have been created in Haverhill South – with part 1 polling at the existing polling station, Leiston Community Centre, and Part 2 polling at a new location (details to be confirmed). In order to provide flexibility, should a suitable location not be available in Haverhill (South) 2, it is proposed that the polling place also include the neighbouring polling district of Haverhill (Central) 2 where there is a suitable building (Haverhill Methodist Church) which could be used if necessary.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Haverhill South East</b>	W-HH-SE	Haverhill (South East)	Within 200m of boundary of polling district	East Town Park, Coupals Road	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>There is no suitable location for a polling station within the polling district boundary. However, the district council owns East Town Park which is situated within 200m of the polling district boundary and this has been used as a polling station for more than 10 years with no complaints received from electors.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Haverhill West	W-HH-W1	Haverhill (West) 1	Polling district	Portacabin at Sainsbury's Supermarket	YES
	W-HH-W2	Haverhill (West) 2	Polling district	Parkway Middle School	YES
	W-HH-W3	Haverhill (West) 3	Polling district	Haverhill Rugby Club, Castle Playing Fields, School Lane	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Kentford & Moulton	W-GAZ	Gazeley	Polling district	Gazeley Village Hall	NO
	W-HIG	Higham	Polling districts of Higham and Gazeley	Gazeley Village Hall	YES
	W-KEN	Kentford	Polling district	St Marys Church, Kentford	YES
	W-MOU	Moulton	Polling district	Moulton Village Hall	NO
<p><b>Feedback:</b> The Chairman for Higham parish meeting was against the proposal for electors in Higham to poll outside of their parish and he suggested using a barn that is privately owned.</p> <p><b>Comments:</b> A portacabin is currently used as a polling station in Higham parish. It is proposed that electors poll instead in their neighbouring parish at Gazeley Village Hall. The owners of the barn were contacted and they stated that they did not feel the barn was suitable as a polling station – this matched the assessment made previously following a visit by officers to the proposed location. Therefore the proposal for electors to poll with neighbouring polling district at Gazeley Village Hall remains.</p> <p>A caravan is currently used as a polling station in Kentford parish. Due to an increase in the number of electors following a change of parish boundary, the caravan is no longer suitable. An alternative location of St Marys Church is proposed.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Mildenhall Great Heath</b>	W-ML-GH	Mildenhall (Great Heath)	Polling district	Catholic Church, St Johns Close	YES
<b>Feedback:</b> A Mildenhall councillor agreed with the proposed arrangements for Mildenhall (Great Heath)					
<b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.  The (Acting) Returning Officer supports the proposed polling arrangements.					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Mildenhall Kingsway &amp; Market</b>	W-ML-KM	Mildenhall (Kingsway & Market)	Polling district	Jubilee Centre, Recreation Way	YES
<p><b>Feedback:</b> A Mildenhall councillor agreed with the proposed arrangements for Mildenhall (Kingsway &amp; Market) wards but did suggest that a second polling station could be provided at the Sports Dome at the Upper School.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>Electors in the current Market ward either poll at the Jubilee Centre or at the District Offices in College Heath Road. Elector numbers are similar to the other 2 wards in Mildenhall that have a single polling station. Neither the District Offices nor the Sports Dome would be available for more than a few years, therefore the proposal is to have a single polling station for the <b>Mildenhall Kingsway &amp; Market</b> ward at Jubilee Centre.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					



Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Mildenhall Queensway</b>	W-ML-QU	Mildenhall (Queensway)	Polling district	Portacabin sited at Douglas Park, Fincham Road	YES
<p><b>Feedback:</b> A Mildenhall suggested two alternative locations were for Mildenhall (Queensway) ward.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The two alternative locations for <b>Mildenhall Queensway</b> were investigated but found not to be suitable. A third alternative (the Cricket Club) is currently being investigated but if this is not suitable, a portacabin will be sited at Douglas Park. Once the Mildenhall Hub is completed, the polling arrangements will be reviewed.</p> <p>The (Acting) Returning Officer supports proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Newmarket East	W-NM-E1	Newmarket (East) 1	Polling district	Palace House Mews, Palace Street	YES
	W-NM-E2	Newmarket (East) 2	Polling district	St Agnes Church Hall, Bury Road	YES
	W-NM-E3	Newmarket (East) 3	Polling district	Foley House, Wellington Street	YES
	W-NM-E4	Newmarket (East) 4	Polling districts of Newmarket (East) 4 or Newmarket (East) 3	Foley House, Wellington Street	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The Newmarket (East) 4 polling district reflects the new Freshfields parish ward. It is proposed that electors in this polling district poll at Foley House which is in Newmarket (East) 3 polling district.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Newmarket North	W-NM-N1	Newmarket (North) 1	Polling district	Studlands Park, Sports and Social Club, Brickfields Avenue	YES
	W-NM-N2	Newmarket (North) 2	Polling district	Exning Road Working Mens Club, 54 Exning Road	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Although there are no changes to polling stations in this area, the polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Newmarket West	W-NM-W1	Newmarket (West) 1	Polling district	King Edward VII Memorial Hall, High Street	YES
	W-NM-W2	Newmarket (West) 2	Polling district	Newmarket Leisure Centre, Exning Road	YES
	W-NM-W3	Newmarket (West) 3	Polling districts of Newmarket (West) 3 and Newmarket (West) 2	Portacabin at entrance to Scaltback Middle School	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> The polling district boundaries have been changed to align with the new district ward boundaries.</p> <p>The building at Scaltback Middle School is no longer considered safe to use as a polling station. The proposal is for a portacabin to be sited at the entrance to the school. However, it is proposed that the polling place also include Newmarket (West) 2 so that a second polling station could be sited at Newmarket Leisure Centre if necessary.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Risby	W-CUL	Culford	Polling district	Culford Village Hall	NO
	W-FLE	Flempton	Polling district	St Catherine's Church, Flempton	NO
	W-HEN	Hengrave	Polling districts of Hengrave or Flempton	St Catherine's Church, Flempton	NO
	W-ICK	Icklingham	Polling district	Icklingham Community Centre	NO
	W-ING	Ingham	Polling district	Ingham Church	NO
	W-LAC	Lackford	Polling district	Lackford community meeting room	YES
	W-RIS	Risby	Polling district	Risby Village Hall	NO
	W-WDW	Wordwell	Polling districts of Wordwell or Culford	Culford Village Hall	NO
	W-WST	West Stow	Polling districts of West Stow or Culford	Culford Village Hall	NO
<p><b>Feedback:</b> Lackford Parish Council felt that the new community meeting room would provide an improved polling station for electors.</p> <p><b>Comments:</b> A caravan is currently used as a polling station in Lackford parish. It is proposed that electors poll at a new community meeting room at the parish church.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Rougham	B-BCS	Bradfield Combust with Stanningfield	Polling district	Methodist Church, Chapel Road	NO
	B-BSC	Bradfield St Clare	Polling district	Bradfield St Clare Village Hall	NO
	B-BSG	Bradfield St George	Polling district	Bradfield St George Village Hall	NO
	B-RUS-S	Rushbrooke with Rougham (South)	Polling district	Rougham Sports Hall	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Although there are no changes proposed the polling place or polling stations, the parish of Rushbrooke with Rougham is now warded and the 2 parish wards are in different district wards.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>Stanton</b>	W-STN	Stanton	Polling district	Stanton Village Hall, Old Bury Road	YES
<b>Feedback:</b> The Chairman of the Village Hall Committee agreed that the village hall provided improved electoral arrangements with good parking and disabled access.					
<b>Comments:</b> The (Acting) Returning Officer supports the proposed polling arrangements.					

Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
<b>The Fornhams &amp; Great Barton</b>	B-FAS	Fornham All Saints	Polling district	Fornham All Saints Village Hall	NO
	B-FSG	Fornham St Genevieve	Polling districts of Fornham St Genevieve or Fornham St Martin	Fornham St Martin Village Hall	NO
	B-FSM	Fornham St Martin	Polling district	Fornham St Martin Village Hall	NO
	B-GB-N	Great Barton (North)	Polling district	Great Barton Village Hall, Elms Close	NO
	B-GB-SV	Great Barton (Severalls)	Polling districts of Great Barton (Severalls) or Great Barton (North)	Great Barton Village Hall, Elms Close	YES
<p><b>Feedback:</b> No feedback was received from the consultation.</p> <p><b>Comments:</b> Although there are no changes proposed the polling place or polling stations, the parish of Great Barton is now warded with both wards polling at Great Barton Village Hall.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					



Ward	Polling District		Polling Place	Polling Station (decided by the Returning Officer)	Change proposed to polling district, place or station?
	Letters	Name			
Withersfield	W-COW	Cowlinge	Polling district	Cowlinge Village Hall	NO
	W-GBR	Great Bradley	Polling district	Great Bradley Village Hall	NO
	W-GTH	Great Thurlow	Polling district	Thurlow Village Hall, Great Thurlow	NO
	W-GWR	Great Wratting	Polling district	Caravan sited at Hall Farm or Red Lion public house	YES
	W-LBR	Little Bradley	Polling district of Little Bradley or Great Bradley	Great Bradley Village Hall	NO
	W-LTH	Little Thurlow	Polling districts of Little Thurlow or Great Thurlow	Thurlow Village Hall, Great Thurlow	NO
	W-LWR	Little Wratting	Polling districts of Little Wratting or Great Wratting	Caravan sited at Hall Farm or Red Lion public house	YES
	W-WIT	Withersfield	Polling district	Withersfield Village Hall	NO
<p><b>Feedback:</b> A Haverhill councillor suggested that the Red Lion public house could be a potential polling station in Great Wratting.</p> <p><b>Comments:</b> It is proposed that electors in Little Wratting poll in Great Wratting which is in the same district ward. They currently poll in Kedington which is in a different district ward. The suggested alternative will be reviewed by officers but if this is not suitable the caravan will be retained at Hall Farm.</p> <p>The (Acting) Returning Officer supports the proposed polling arrangements.</p>					



# West Suffolk Council

## Schedule of Polling Districts

District Ward	Polling District Letters	Polling District Name
<b>Bardwell</b>	W-BDW	Bardwell
	W-BHM	Barnham
	W-CWE	Coney Weston
	W-EUS	Euston
	W-FMA	Fakenham Magna
	W-HN-VL	Honington (Village)
	W-SAP	Sapiston
<b>Barningham</b>	W-BGM	Barningham
	W-HEP	Hepworth
	W-HOP	Hopton
	W-KNE	Knettishall
	W-MWE	Market Weston
	W-THE	Thelnetham
<b>Barrow</b>	W-BRW	Barrow
	W-DEN	Denham
	W-GSX	Great Saxham
	W-LSX	Little Saxham
	W-WES	Westley
<b>Brandon Central</b>	W-BR-C	Brandon (Central)
<b>Brandon East</b>	W-BR-E	Brandon (East)
<b>Brandon West</b>	W-BR-W	Brandon (West)
<b>(Bury St Edmunds) Abbeygate</b>	B-BE-AB1	Bury St Edmunds (Abbeygate) 1
	B-BE-AB2	Bury St Edmunds (Abbeygate) 2
	B-BE-AB3	Bury St Edmunds (Abbeygate) 3
<b>(Bury St Edmunds) Eastgate</b>	B-BE-EA1	Bury St Edmunds (Eastgate) 1
	B-BE-EA2	Bury St Edmunds (Eastgate) 2
<b>(Bury St Edmunds) Minden</b>	B-BE-MI1	Bury St Edmunds (Minden) 1
	B-BE-MI2	Bury St Edmunds (Minden) 2
	B-BE-MI3	Bury St Edmunds (Minden) 3
<b>(Bury St Edmunds) Moreton Hall</b>	B-BE-MH1	Bury St Edmunds (Moreton Hall) 1
	B-BE-MH2	Bury St Edmunds (Moreton Hall) 2
	B-RUS-N	Rushbrooke with Rougham (North)
<b>(Bury St Edmunds) Southgate</b>	B-BE-SG1	Bury St Edmunds (Southgate) 1
	B-BE-SG2	Bury St Edmunds (Southgate) 2
<b>(Bury St Edmunds) St Olaves</b>	B-BE-SO1	Bury St Edmunds (St Olaves) 1
	B-BE-SO2	Bury St Edmunds (St Olaves) 2

## APPENDIX 4

District Ward	Polling District Letters	Polling District Name
(Bury St Edmunds) Tollgate	B-BE-TG1	Bury St Edmunds (Tollgate) 1
	B-BE-TG2	Bury St Edmunds (Tollgate) 2
	B-BE-TG3	Bury St Edmunds (Tollgate) 3
(Bury St Edmunds) Westgate	B-BE-WE1	Bury St Edmunds (Westgate) 1
	B-BE-WE2	Bury St Edmunds (Westgate) 2
	B-BE-WE3	Bury St Edmunds (Westgate) 3
Chedburgh & Chevington	W-CHD	Chedburgh
	W-CHV	Chevington
	W-DAL	Dalham
	W-DEP	Depden
	W-HAR	Hargrave
	W-LID	Lidgate
	W-OUS	Ousden
	W-RED	Rede
Clare, Hundon & Kedington	S-CAV	Cavendish
	S-CLA	Clare
	S-POS	Poslingford
	W-BND	Barnardiston
	W-HUN	Hundon
	W-KED	Kedington
	W-SBC	Stoke by Clare
	W-STR	Stradishall
	W-WIX	Wixoe
Exning	W-EXN	Exning
Haverhill Central	W-HH-C1	Haverhill (Central) 1
	W-HH-C2	Haverhill (Central) 2
Haverhill East	W-HH-E1	Haverhill (East) 1
	W-HH-E2	Haverhill (East) 2
Haverhill North	W-HH-N1	Haverhill (North) 1
	W-HH-N2	Haverhill (North) 2
Haverhill South	W-HH-S1	Haverhill (South) 1
	W-HH-S2	Haverhill (South) 2
Haverhill South East	W-HH-SE	Haverhill (South East)
Haverhill West	W-HH-W1	Haverhill (West) 1
	W-HH-W2	Haverhill (West) 2
	W-HH-W3	Haverhill (West) 3
Horringer	B-GWH	Great Whelnetham
	B-HOR	Horringer
	B-ICK	Ickworth
	B-LWH	Little Whelnetham
	B-NOW	Nowton

## APPENDIX 4

District Ward	Polling District Letters	Polling District Name
	W-HAW	Hawstead
Iceni	W-HER	Herringswell
	W-REL1	Red Lodge 1
	W-REL2	Red Lodge 2
Ixworth	W-IXT	Ixworth Thorpe
	W-IXW	Ixworth
Kentford & Moulton	W-GAZ	Gazeley
	W-HIG	Higham
	W-KEN	Kentford
	W-MOU	Moulton
Lakenheath	W-ELV	Elveden
	W-ERI	Eriswell
	W-LK-SF	Lakenheath (Sedge Fen)
	W-LK-VL1	Lakenheath (Village) 1
	W-LK-VL2	Lakenheath (Village) 2
Manor	W-BAR	Barton Mills
	W-CAV	Cavenham
	W-FRE	Freckenham
	W-TUD	Tuddenham St Mary
	W-WOR	Worlington
Mildenhall Great Heath	W-ML-GH	Mildenhall (Great Heath)
Mildenhall Kingsway & Market	W-ML-KM	Mildenhall (Kingsway & Market)
Mildenhall Queensway	W-ML-QU	Mildenhall (Queensway)
Newmarket East	W-NM-E1	Newmarket (East) 1
	W-NM-E2	Newmarket (East) 2
	W-NM-E3	Newmarket (East) 3
	W-NM-E4	Newmarket (East) 4
Newmarket North	W-NM-N1	Newmarket (North) 1
	W-NM-N2	Newmarket (North) 2
Newmarket West	W-NM-W1	Newmarket (West) 1
	W-NM-W2	Newmarket (West) 2
	W-NM-W3	Newmarket (West) 3
Pakenham & Troston	B-AMP	Ampton
	B-GLI	Great Livermere
	B-HN-ST	Honington (Station)
	B-LLI	Little Livermere
	B-PAK	Pakenham
	B-TIM	Timworth
	B-TRO	Troston

**APPENDIX 4**

<b>Risby</b>	W-CUL	Culford
	W-FLE	Flempton
	W-HEN	Hengrave
	W-ICK	Icklingham
	W-ING	Ingham
	W-LAC	Lackford
	W-RIS	Risby
	W-WDW	Wordwell
	W-WST	West Stow
<b>Rougham</b>	B-BCS	Bradfield Combust with Stanningfield
	B-BSC	Bradfield St Clare
	B-BSG	Bradfield St George
	B-RUS-S	Rushbrooke with Rougham (South)
<b>Stanton</b>	W-STN	Stanton
<b>The Fornhams &amp; Great Barton</b>	B-FAS	Fornham All Saints
	B-FSG	Fornham St Genevieve
	B-FSM	Fornham St Martin
	B-GB-N	Great Barton (North)
	B-GB-SV	Great Barton (Severalls)
<b>The Rows</b>	W-BEC1	Beck Row 1
	W-BEC2	Beck Row 2
	W-WER1	West Row 1
	W-WER2	West Row 2
<b>Whepstead &amp; Wickhambrook</b>	S-BRO	Brockley
	S-DES	Denston
	S-HAK	Hawkedon
	S-STF	Stansfield
	W-WHE	Whepstead
	W-WIC	Wickhambrook
<b>Withersfield</b>	W-COW	Cowlinge
	W-GBR	Great Bradley
	W-GTH	Great Thurlow
	W-GWR	Great Wratting
	W-LBR	Little Bradley
	W-LTH	Little Thurlow
	W-LWR	Little Wratting
	W-WIT	Withersfield

# West Suffolk Council

## Schedule of Polling Places

The Polling Place for all Polling Districts is the whole of the Polling District. The Schedule below lists those Polling Places that also include an additional polling district.

Polling District		District Ward for Polling District	Polling Place		District Ward for Polling Place
Letters	Name		Letters	Name	
W-EUS	Euston	Bardwell ward	W-BHM	Barnham	Bardwell ward
W-HN-VL	Honington (Village)	Bardwell ward	W-SAP	Sapiston	Bardwell ward
W-SAP	Sapiston	Bardwell ward	W-HN-VL	Honington (Village)	Bardwell ward
W-KNE	Knettishall	Barningham ward	W-HOP	Hopton	Barningham ward
W-LSX	Little Saxham	Barrow ward	W-GSX	Great Saxham	Barrow ward
W-BR-E	Brandon (East)	Brandon East ward	W-BR-C	Brandon (Central)	Brandon Central ward
W-BR-W	Brandon (West)	Brandon West ward	W-BR-C	Brandon (Central)	Brandon Central ward
B-BE-MH2	Bury St Edmunds (Moreton Hall) 2	Moreton Hall ward	B-RUS-N	Rushbrooke with Rougham (North)	Moreton Hall ward
W-DEP	Depden	Chedburgh & Chevington ward	W-CHD	Chedburgh	Chedburgh & Chevington ward
S-POS	Poslingford	Clare, Hundon & Kedington ward	W-CLA	Clare	Clare, Hundon & Kedington ward
W-BND	Barnardiston	Clare, Hundon & Kedington ward	W-HUND	Hundon	Clare, Hundon & Kedington ward
W-HH-C1	Haverhill (Central) 1	Haverhill Central	W-HH-C2	Haverhill (Central) 2	Haverhill Central
W-HH-S2	Haverhill (South) 2	Haverhill South	W-HH-C2	Haverhill (Central) 2	Haverhill Central

## APPENDIX 5

Polling District		District Ward for Polling District	Polling Place		District Ward for Polling Place
Letters	Name		Letters	Name	
W-HH-SE	Haverhill (South East)	Haverhill South East ward	Within 200 metres of the boundary of the W-HH-SE polling district		Haverhill South East ward
B-ICK	Ickworth	Horringer ward	B-HOR	Horringer	Horringer ward
B-LWH	Little Whelnetham	Horringer ward	B-GWH	Great Whelnetham	Horringer ward
W-IXT	Ixworth Thorpe	Ixworth ward	W-IXW	Ixworth	Ixworth ward
W-HIG	Higham	Kentford & Moulton ward	W-GAZ	Gazeley	Kentford & Moulton ward
W-NM-E4	Newmarket (East) 4	Newmarket East ward	W-NM-E3	Newmarket (East) 3	Newmarket East ward
W-NM-W3	Newmarket (West) 3	Newmarket West ward	W-NM-W2	Newmarket (West) 2	Newmarket West ward
B-LLI	Little Livermere	Pakenham & Troston ward	B-AMP	Ampton	Pakenham & Troston ward
B-TIM	Timworth	Pakenham & Troston ward	B-AMP	Ampton	Pakenham & Troston ward
W-HEN	Hengrave	Risby ward	B-FLE	Flempton	Risby ward
W-WOW	Wordwell	Risby ward	B-CUL	Culford	Risby ward
W-WST	West Stow	Risby ward	B-CUL	Culford	Risby ward
B-FSG	Fornham St Genevieve	The Fornhams & Great Barton ward	B-FSM	Fornham St Martin	The Fornhams & Great Barton ward
B-GB-S	Great Barton (Severalls)	The Fornhams & Great Barton ward	B-GB-N	Great Barton (North)	The Fornhams & Great Barton ward
W-LBR	Little Bradley	Withersfield ward	W-GBR	Great Bradley	Withersfield ward
W-LTH	Little Thurlow	Withersfield ward	W-GTH	Great Thurlow	Withersfield ward
W-LWR	Little Wrattling	Withersfield ward	W-GWR	Great Wrattling	Withersfield ward



# Shadow Council



<b>Title of Report:</b>	<b>Adoption of a Coat of Arms</b>	
<b>Report No:</b>	<b>COU/SA/19/003<sub>1</sub></b>	
<b>Report to and date/s:</b>	Shadow Council – 16 January 2018	
<b>Shadow Executive (Cabinet) Members:</b>	<p>Councillor Ruth Bowman  <b>Tel:</b> 01638 510896  <b>Email:</b> <a href="mailto:ruth.bowman@forest-heath.gov.uk">ruth.bowman@forest-heath.gov.uk</a></p>	<p>Councillor Carol Bull  <b>Tel:</b> 01953 681513  <b>Email:</b> <a href="mailto:carol.bull@stedsbcc.gov.uk">carol.bull@stedsbcc.gov.uk</a></p>
<b>Lead officer:</b>	<p>Leah Mickleborough  Interim Monitoring Officer  <b>Tel:</b> 01842 757162  <b>Email:</b> <a href="mailto:leah.mickleborough@westsuffolk.gov.uk">leah.mickleborough@westsuffolk.gov.uk</a></p>	
<b>Purpose of report:</b>	To seek the Shadow Council's approval to adopting a Coat of Arms and to request the College of Arms to transfer the West Suffolk County Council Coat of Arms to West Suffolk Council.	
<b>Recommendation:</b>	<b>It is recommended that Shadow Council requests the College of Arms transfer the West Suffolk County Council arms, as stated in Paragraph 4.1, to West Suffolk Council.</b>	
<b>Key Decision:</b>	<p><i>Is this a Key Decision and, if so, under which definition?</i>  No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The proposals within this report have been subject to consideration with the Future Governance Steering Group and discussion with the College of Arms</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>Other options are: <ul style="list-style-type: none"> <li>a) To not adopt a Coat of Arms</li> <li>b) To adopt a new Coat of Arms</li> </ul> </li> </ul> <p>The implications of each option are set out in the report</p>	

<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • The College of Arms have indicated that transfer of the Coat of Arms by Order would cost £1,400, with further costs (in the region of £500) to draw the Coat of Arms. This was incorporated into the budget for creation of the new Council	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
None			
<b>Ward(s) affected:</b>		All wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		Appendix A – Example Coats of Arms	

## **1. Purpose and Use of Coats of Arms**

- 1.1 Most District, Borough and County Councils in England have Coats of Arms that have been granted to them by the College of Arms.
  - 1.1.1 Each Coat of Arms is unique to that Council. They are designed to specifically highlight features of that Council to represent the history, geography and traditions of the Council and its community and can only be used by the Council as a corporate body – they cannot be used by other organisations representing the Council's area.
  - 1.1.2 In the past, Councils used Coats of Arms on a wide range of documents such as letters and notices. In recent times, their use has declined in favour of modern logos, which are easier for the purpose of electronic communications, and instead the use of Arms is restricted to legal documentation (such as affixing the Council's seal onto contracts) or to civic documentation. In fact the current West Suffolk branding logo, which is widely recognised in our communities, has already been updated and prepared for use by the new Council.

## **2. What is the Coat of Arms?**

- 2.1 The Coat of Arms is essentially a written description.
- 2.2 They are usually made up of various component parts. The Arms themselves, which are usually represented as a shield, and a Crest, which sits on top of the shield. A Coat of Arms may also have supporters, which are usually depicted as animals holding up the shield. In addition, the Arms may also have a badge, a smaller version which captures the key components and can be used instead of the full coat of arms.
- 2.3 Once the Arms have been agreed, then they are designed (drawn). At appendix A, we have included designs of the current Forest Heath and St Edmundsbury Arms, the badge of St Edmundsbury, and known drawings of the former West Suffolk County Council Coat of Arms, to provide examples of how Arms can be drawn. Some Councils include mottos (see below) on their Coat of Arms when drawn.

## **3. Adoption of Coat of Arms**

- 3.1 Only the College of Arms can administer the granting of a Coat of Arms, and the Grant has to receive approval of the Crown. To adopt a Coat of Arms, both the Ministry for Housing, Communities and Local Government and Privy Council must first approve, and the overall process can take between 4 and 12 months to process.
- 3.2 The Council has 3 options:
  - 3.2.1 To not adopt a Coat of Arms. The Future Governance Steering Group are not recommending this option as they feel this offers the opportunity to respect and reflect the unique heritage and history of the West Suffolk Council area.

- 3.2.2 To adopt a new Coat of Arms for the Council. The Future Governance Steering Group raised concern regarding the costs of this approach, which, if the Arms had supporters, and a badge was also purchased, would amount to £17k.
- 3.2.3 To seek to transfer an existing Coat of Arms to the Council. Following the Local Government Reorganisation in 1974, the former West Suffolk County Council Coat of Arms fell out of use. Whilst the former County Council covered a wider area than the new West Suffolk District, the features of the Coat of Arms closely related to our area and had links to the current Forest Heath and St Edmundsbury Coat of Arms. Given this, the Future Governance Steering Group consider that this option should be recommended to Council. The College of Arms has given their provisional support to this proposal and informed officers that this option would cost £1,400

#### **4. West Suffolk County Council Coat of Arms**

- 4.1 As above, the Coat of Arms is a description; the College of Arms has confirmed that the West Suffolk County Council Arms are described as:

**Arms** : Azure a Cross fleury between five Martlets Or on a Chief Sable between two Mitres Argent two Arrows in saltire also Argent enfiled with an ancient Crown Gold.

**Crest** : On a Wreath of the Colours in front of two Arrows in saltire proper a Castle with two domed towers flags flying thereon Or.

- 4.2 This may be more clearly articulated as:

**Arms:** An azure blue shield on which sits a cross with ornamental ends and five gold martlets (birds). On top of the shield is a bar, which has two silver mitres and a gold crown. Within the gold crown are two silver arrows, placed diagonally.

**Crest:** An azure blue and gold ribbon design around a helmet, and on top of the helmet, a gold castle with two towers flying flags. Behind the castle are two arrows, placed diagonally.

- 4.3 As above, two former depictions of the West Suffolk County Council Coat of Arms are included at Appendix A. We are continuing to trace the associated artworks associated with these, but if granted, it is likely that a new interpretation would need to be designed; the College of Arms has indicated this can be undertaken for approximately £500.

#### **5. Motto**

- 5.1 The Future Governance Steering Group has carefully considered the adoption of a Motto. The motto of West Suffolk County Council was an extract from the Magna Carta, given its close links to the area – “For King, Law and People”. Whilst this historic connection is important, some concern has been raised whether this should state “For Crown, Law and People” or the latin translation, which would originally have been in the Magna Carta.

- 5.2 The Group has recommended that further research and consideration be given to this topic before any decision is made on whether to adopt a motto.

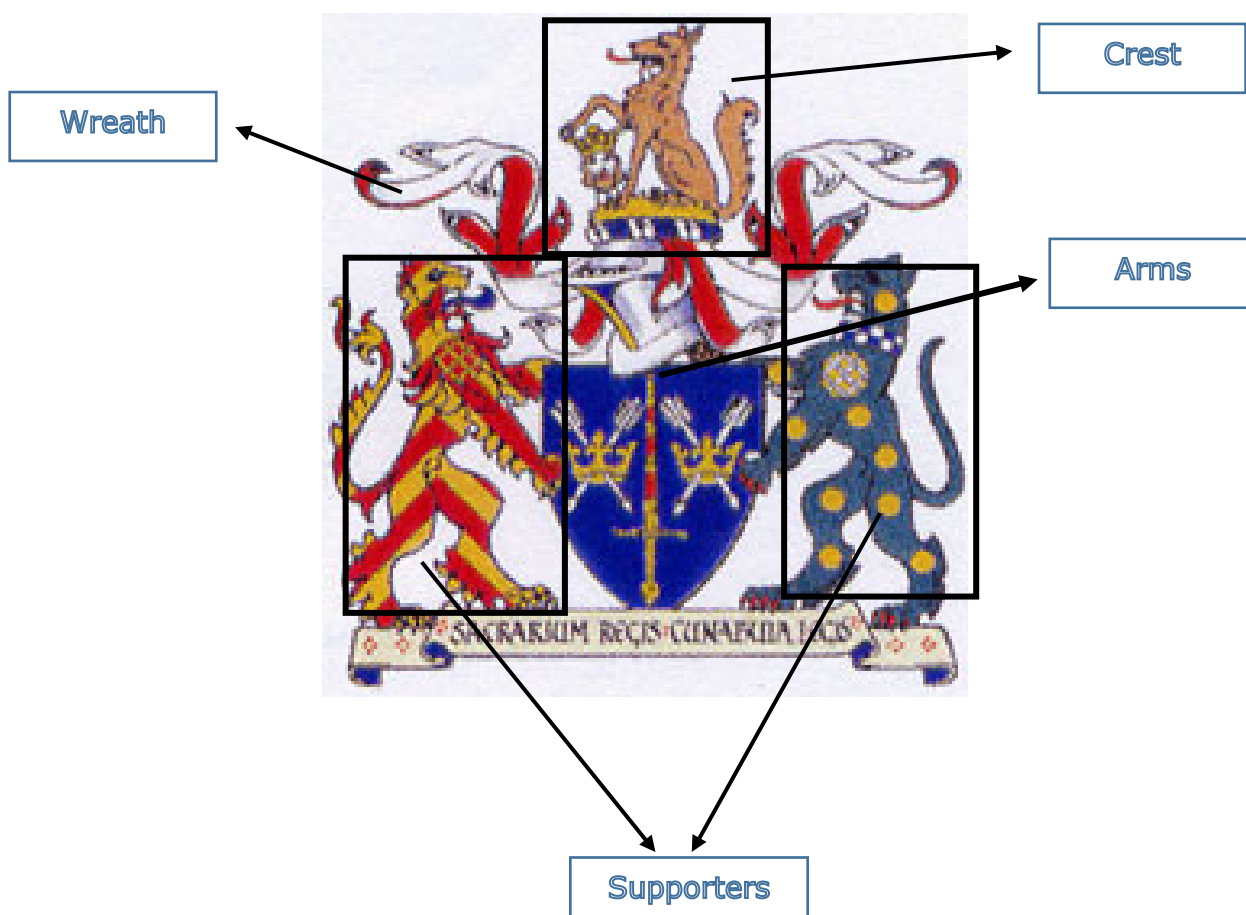
## **6. Chains of Office**

- 6.1 If recommended by the Council, the new Coat of Arms can only be used once permission has been granted "in principle" by MHCLG. As such, it is unlikely that the Arms could be used on the Chains of Office at the first AGM.
- 6.2 Officers are working with the Portfolio Holders for Future Governance to explore options for the intervening period, including use of existing chains or interim solutions, to ensure the Council's future Chair has appropriate civic insignia when representing the Council.

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## Examples of Coats of Arms

**St Edmundsbury Coat of Arms:** (with component parts highlighted)



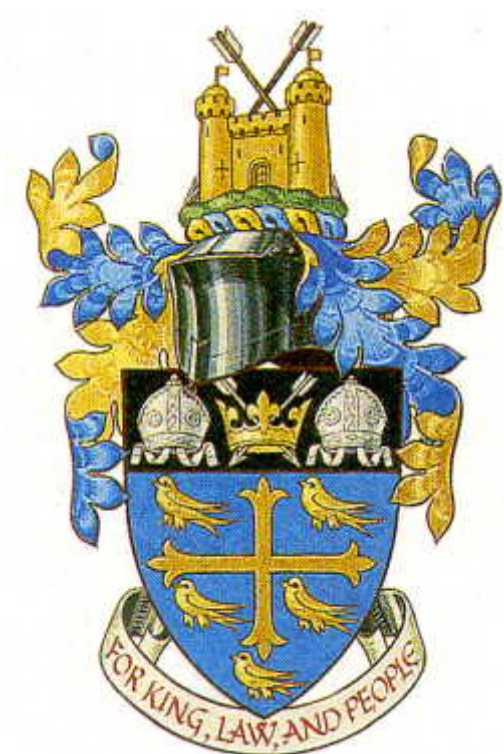
**St Edmundsbury Badge:**



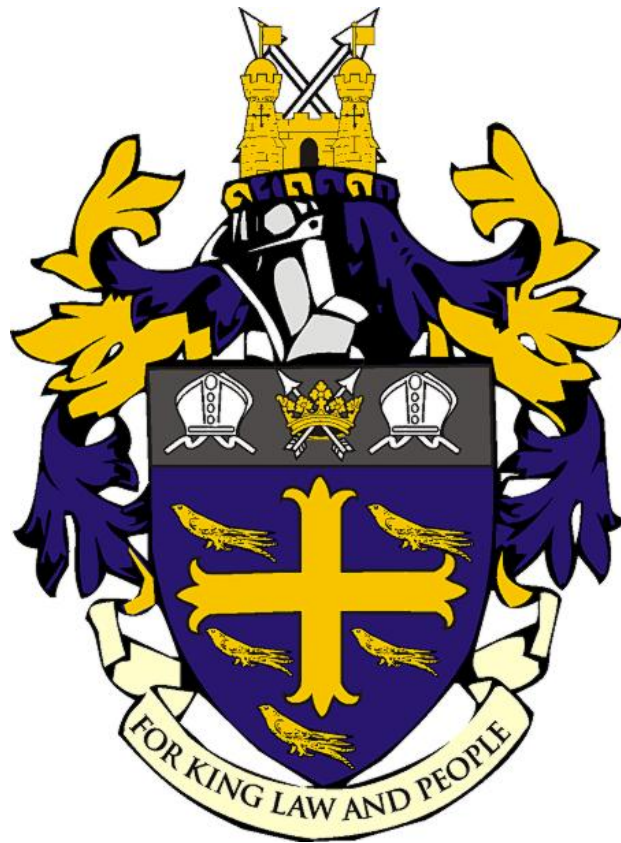
**Forest Heath Coat of Arms:**



**Representations of the former West Suffolk County Council Coat of Arms (including Motto):**







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