



Governance and Electoral Arrangements Committee

Thursday, 10 October 2019 at 6.00 pm

Room 6 - Capswood, Oxford Road, Denham

A G E N D A

Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 3 - 8*)

To approve the minutes of the Governance and Electoral Arrangements Committee held on 16 January and 14 May 2019.

4. Declarations of Interest

To receive any declarations of interest

5. Preparation for possible snap election (*Verbal Report*)
6. Polling District and Polling Places Review Final Recommendations (*Pages 9 - 10*)

Appendix 1- Polling Station Analysis (Pages 11 - 14)

Appendix 2 - Comments and Submissions (Pages 15 - 16)

Appendix 3 - Polling Places Returning Officer recommendations (Pages 17 - 20)

7. Exclusion of Public (if required)

The Chairman to move the following resolution:-

“that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in part 1 of Schedule 12A to the Act.”

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman’s discretion.

Membership: Governance and Electoral Arrangements Committee

Councillors: P Hogan (Chairman)
Dr W Matthews (Vice-Chairman)
D Anthony
J Lowen-Cooper
D Pepler
D Smith

Date of next meeting – Thursday, 13 February 2020

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SOUTH BUCKS DISTRICT COUNCIL

MINUTES of the meeting of the
GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE held on
16 JANUARY 2019

Present: P Hogan (Chairman)
Dr W Matthews, D Anthony, D Pepler and D Smith

Apologies for absence: J Lowen-Cooper

33. **MINUTES**

The minutes of the Governance and Electoral Arrangements Committee held on 29 October 2018 were approved and signed by the Chairman as a correct record.

34. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

35. **RESPONSES TO THE SECOND STAGE OF CONSULTATION FOR THE COMMUNITY GOVERNANCE REVIEW**

On 26 June 2018, the Committee agreed to conduct a Community Governance Review on the governance arrangements for Denham, Farnham Royal and Stoke Poges Parish Councils. This was in response to requests received from those Parish Councils.

At the previous meeting, held on 29 October 2018, the Committee considered the responses received during the first stage of consultation on the proposed changes to the governance arrangements for those Parish Councils, and agreed the draft recommendations for the second stage of consultation.

The Committee considered the responses received during the second stage of the consultation, and noted that these all supported the draft recommendations. One response, whilst supporting the Committee's recommendation to reduce the size of Stoke Poges Parish Council from 13 to 11 Councillors, did express preference for a larger reduction to 10 Councillors. Members noted the guidance on electorate supported a Council size of 11.

The Committee's final recommendations were subject to agreement by Full Council on 27 February 2019. Once agreed, a Reorganisation Order would be made setting out the changes to Denham, Stoke Poges and Farnham Royal Parish Councils'

governance arrangements. The Order would set an implementation date for when the changes took effect which was likely to be 1 March 2019.

It was then then **RESOLVED:**

1. That the representations received during the second stage of the Community Governance Review consultation be noted.

AND RECOMMENDED TO FULL COUNCIL:

2. That the Committee's final recommendations be agreed as follows:
 - a) Denham Parish Council – Removal of all Parish Wards
 - b) Stoke Poges Parish Council – Reduce the size of the Council from 13 to 11 Parish Councillors
 - c) Farnham Royal Parish Council – Remove 1 Parish Ward (by combining Farnham Royal South with Farnham Royal Central) to create a total of 2 Parish Wards called Farnham Royal North and Farnham Royal South.

36. **POLLING DISTRICT AND POLLING PLACES REVIEW**

The Committee received a report setting out the process and proposed timetable for carrying out a UK Parliamentary polling district and polling places review that had to be completed between 1 October 2018 and 31 January 2020.

A review had been completed in 2018, resulting in St Andrews United Reformed Church being designated the polling place for the polling district (SIR) Iver Richings Park. Since the completion of that review further information had been received indicating that the building may not be available for use as a polling station in the future. It was proposed that as part of the forthcoming review that St Leonards Church Hall be re-designated the polling place Iver Richings Park.

It was also noted that the Districts of Aylesbury Vale, Chiltern, South Bucks and Wycombe (Changes to Years of Elections) Order 2018 postponed the 2 May 2019 District and Parish Elections to 7 May 2020. In effect the term of office for District and Parish Councillors had been extended by one year.

Members noted that the Notice of Review would be published on 1 February, and following the consultation the Acting Returning Officer would publish a report setting out the existing and proposed polling places. This would then be subject to a second consultation, and the results of which would be considered by the Governance & Electoral Arrangements Committee in October 2019 when the Committee would be asked to agree the final recommendations to be implemented.

RESOLVED:

1. That the requirement to complete a UK Parliamentary polling district and polling places review by 31 January 2020 be noted.
2. That the proposed timetable for carrying out the necessary consultation and consideration of comments and representations be noted.

The meeting ended at 6.10 pm

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GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

Meeting - 14 May 2019

Present: P Hogan (Chairman)
Dr W Matthews, D Anthony, D Pepler and D Smith

1. ELECTION OF CHAIRMAN

It was proposed by Councillor Anthony, seconded by Councillor Matthews and

RESOLVED that Councillor Hogan be elected Chairman of the Governance and Electoral Arrangements Committee.

2. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor Hogan, seconded by Councillor Smith and

RESOLVED that Councillor Matthews be appointed Vice-Chairman of the Governance and Electoral Arrangements Committee.

The meeting terminated at 8.18 pm

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SUBJECT	Polling District and Polling Place Review
REPORT OF	Governance & Electoral Arrangements Committee Chairman - Councillor Patrick Hogan
RESPONSIBLE OFFICER	Head of Legal & Democratic Services, Joanna Swift
REPORT AUTHOR	Mat Bloxham, 01494 732143, Mathew.bloxham@chilternandsouthbucks.gov.uk
WARD/S AFFECTED	All wards

1. Purpose of Report

As required under the Electoral Registration and Administration Act 2013 the Council commenced a UK Parliamentary polling district and polling places review in February 2019. The Committee noted the timetable for the review at the meeting held on 16 January 2019. This report sets out the recommendations of the Acting Returning Officer following the public consultations that have taken place.

RECOMMENDATIONS:

That the designations of polling districts and polling places as set out in the Appendix be agreed.

2. Reasons for Recommendations

Following the recent review of polling district and polling places the above recommendation aims to ensure that suitable locations are in place for polling purposes.

3. Content of Report

The Council is required by the Electoral and Administration Act 2013 to review the UK Parliamentary polling districts and polling places in its area between 1 October 2018 and 31 January 2020. Local authorities can also carry out a review of all or some polling districts and polling places at other times.

A review commenced on 8 February 2019 and the attached report, issued by the Acting Returning Officer (ARO), sets out their recommendations as well as the representations received during the public consultations.

Members are asked to consider and agree the Acting Returning Officer's recommendations as shown in the Appendix.

Members will be aware that the Chief Executive left the Council on 31 August 2019 and the role of Returning Officer and Electoral Registration Officer was carried out by the Chief Executive. As agreed by both Councils the role of Returning Officer and Electoral Registration Officer will be carried out by Joanna Swift, Head of Legal and Democratic Services from 1 September 2019 to 1 April 2020 (vesting day of Buckinghamshire Council).

4. Consultation

The Notice of Review of Polling Districts and Places was published on 8 February 2019 which invited public comments and submissions by 15 March 2019.

Publication of ARO's report for proposed and existing polling places took place on 21 June 2019 and a further opportunity to comment was provided until 12 August 2019.

5. Options

The Committee can decide whether to agree the proposed re-designation as set out in the attach report.

7. Corporate Implications

7.1 Financial

There are no direct financial implications arising from this report.

7.2 Legal

The Review has been carried out in accordance with the Electoral and Administration Act 2013 and Representation of the People Act 1983.

8. Links to Council Policy Objectives

The recommendation in the report supports the delivery of the Council's aims and objectives.

9. Next Steps

Subject to the agreement of the Governance & Electoral Arrangements Committee a polling district and polling places Order will be made to reflect the designations shown in the Appendix.

Background Papers:	None other than those referred to in the report.
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South Bucks District Council- Polling District and Place Review 2019 Appendix 1

Polling District	Polling Place	Recommendations
SA	St Teresa's Parish Centre, 40a Warwick Road, HP9 2PL	No changes proposed
SB	Beaconsfield Guide HQ, Malthouse Square	No changes proposed
SBC	The Curzon Centre, 43 Maxwell Road, HP9 1RG	No changes proposed
SC	The Beacon Centre, Holtspur Way, HP9 1RJ	No changes proposed
SC	The Beacon Centre, Holtspur Way, HP9 1RJ	No changes proposed
SD	Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR	No changes proposed
SD	Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR	No changes proposed
SDA	Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR	No changes proposed
SEB	Burnham Methodist Church, Eastfield Road, SL1 7NZ	No changes proposed
SEB	Burnham Methodist Church, Eastfield Road, SL1 7NZ	No changes proposed
SED	Dorney Village Hall, Harcourt Close, Dorney Reach, SL6 0DY	No changes proposed
SET	Taplow Village Centre, High Street, Taplow, SL6 0EX	No changes proposed
SFC	Farnham Royal Village Hall, Farnham Lane, Farnham Royal, SL2 3AX	No changes proposed
SFH	Hedgerley Memorial Hall, Kiln Lane, Hedgerley, SL2 3UU	No changes proposed
SFN	Farnham Common Village Hall, Victoria Road, Farnham Common, SL2 3NL	No changes proposed
SFN	Farnham Common Village Hall, Victoria Road, Farnham Common, SL2 3NL	No changes proposed
SFS	Farnham Royal Village Hall, Farnham Lane, Farnham Royal, SL2 3AX	No changes proposed

SGE	The St James Centre, Oxford Road, Gerrards Cross, SL9 7DJ	No changes proposed
SGN	Girl Guide Headquarters, Station Road, SL9 8EL	No changes proposed
SGN	Girl Guide Headquarters, Station Road, SL9 8EL	No changes proposed
SGS	The St James Centre, Oxford Road, Gerrards Cross, SL9 7DJ	No changes proposed
SGS	The St James Centre, Oxford Road, Gerrards Cross, SL9 7DJ	No changes proposed
SIR	St Leonards Church Hall, St Leonards Walk, Richings Park, SL0 9DD	This was re-designated as St Andrews United Reform Church as the polling station for polling district 'SIR- Iver Richings Park' as per the 2017-18 review. The Returning Officer was notified in 2019 St Andrews United Reform Church was to be unavailable in the foreseeable future. The RO was advised St Leonards Church which was previously the polling place for 'SIR' district was available therefore St Leonards is re-designated as the polling place.
SIS	Iver Village Hall, High Street, Iver, SL0 9NW	No changes proposed
SIT	The Orchards Residential Park, Trenches Lane, SL3 6QD	No changes proposed
SIV	Iver Village Hall, High Street, Iver, SL0 9NW	No changes proposed
SIV	Iver Village Hall, High Street, Iver, SL0 9NW	No changes proposed
SJ	Denham Village Memorial Hall, Village Road, UB9 5BN	No changes proposed
SJA	St Francis New Denham & Willowbank Community Centr, Oxford Road, UB9 4DW	No changes proposed
SJHD	Higher Denham Community Centre, Lower Road, Higher Denham, UB9 5EA	No changes proposed
SK	St Marks Hall, Green Tiles Lane, Denham, UB9 5HT	No changes proposed
SK	St Marks Hall, Green Tiles Lane, Denham, UB9 5HT	No changes proposed
SKA	Denham Village Memorial Hall, Village Road, UB9 5BN	No changes proposed
SS	Stoke Poges Village Centre, Rogers Lane, Stoke Poges, SL2 4LP	No changes proposed
SS	Stoke Poges Village Centre, Rogers Lane, Stoke Poges, SL2 4LP	No changes proposed
SV	Iver Heath Village Hall, St Margarets Close, Iver Heath, SL0 0DA	No changes proposed
SV	Iver Heath Village Hall, St Margarets Close, Iver Heath, SL0 0DA	No changes proposed

SVW	Iver Heath Village Hall, St Margarets Close, Iver Heath, SL0 0DA	No changes proposed
SWF	Fulmer Village Hall, Windmill Road, Fulmer, SL3 6HN	No changes proposed
SWG	Harvey Memorial Hall, George Green Road, Wexham, SL3 6BJ	No changes proposed
SWS	St Marys Church Hall, Church Lane, Wexham, SL3 6LH	No changes proposed

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Appendix 2- Comments and Submissions from Public Consultation

South Bucks District Council welcomed comments and submissions from the public and interested parties relating to the polling district and place review 2019. The first consultation period ran from 8th February to 22nd March 2019, summarised below are the comments received. No representations were received during the consultation on the Acting Returning Officer's recommendations that ran from 21 June to 12 August 2019.

Booking Clerk/Key Holder	Burnham Methodist Church- No issues using the church hall for elections.
Elections Office	St Andrews Reform Church Richings Park was re-designated as the station for polling district 'SIR' however the church will shortly become unavailable. St Leonards Church Hall, St Leonards Walk, Richings Park, SL0 9DD which was previously used is recommended to be the polling station for the polling district.

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SOUTH BUCKS District Council

Polling District and Place Review 2019

Summary

Pursuant of the Electoral Registration and Administration Act 2013, the District Council is required to undertake a review of parliamentary polling districts and places. Electors within the District, or within the parliamentary constituency, may make a representation concerning any views regarding the existing structure of polling districts, polling places and access to polling stations.

The Review commenced on 8th February 2019 and this report, issued by the Returning Officer sets out their recommendations as well as the representations received during the public consultation. The public and interested parties were able to submit further comments and submissions relating to the Acting Returning Officer's (ARO) recommendations set out in this report by 2nd August 2019. The ARO's provisional decisions and recommendations will be presented to the Governance and Electoral Arrangements Committee on 10 October 2019 for a decision.

The full timetable is as follows:

Polling District and Place Review 2017-18 Timetable	
Proceedings	Time and Date
Publication of Notice of Review of Polling Districts and Places	8 February 2019
Deadline for receiving public comments and submissions	15 March 2019
Publication of ARO's report for proposed and existing polling places	21 June 2019
Deadline for receiving public comments and submissions relating to the ARO's report	12 August 2019
ARO's provisional decisions presented to the Governance and Electoral Arrangements Committee for a decision.	10 October 2019

The remit of the Review

The Council is required by the Electoral and Administration Act 2013 to review the UK Parliamentary polling districts and polling places in its area between 1 October 2018 and 31 January 2020. This review is being conducted ahead of the next

UK Parliamentary elections scheduled to take place on 5th May 2022. The local authority conducted a preliminary polling district and place review in 2017 which concluded in 2018. This captured a number of changes to polling places which based on comments and submissions were deemed unsuitable as use of polling stations. The current review has sought to review all polling districts and places to ensure any proposed changes can take effect for future elections.

There is an obligation for the Council to ensure that polling stations are suitable and for all electors.

The requirements are that:

1. Electors have such reasonable facilities for voting as are practicable in the circumstances, and
2. As far as is reasonable and practicable, that polling places are accessible to all electors, including those who are disabled, and when designating a polling place, have regard to the accessibility needs of disabled persons.

Recommendations

The Acting Returning Officer's recommendations to the Electoral and Governance Arrangements Committee on 10 October 2019 are as follows:

- 1) To re-designate St Leonards Church Hall as the polling station for polling district 'SIR- Iver Richings Park'

The Acting Returning Officer's proposals and considerations are summarised in *Appendix 1*. The comments and submissions from the consultation period are summarised in *Appendix 2*. The Electorate totals for the polling places are listed in *Appendix 3*.

Definition of Terms

- A polling district is a geographical area created by the sub-division of a parliamentary constituency or ward into smaller parts.
- A polling place is the building or area in which polling stations will be located.
- A polling station is the area within the polling place where voting takes place.

If you have any questions or comments please contact the Elections Office:

Democratic and Electoral Services

Chiltern and South Bucks District Councils

King George V House

King George V Road

Amersham

HP6 5AW

Or

elections@chilternandsouthbucks.gov.uk

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