



Regulatory & Appeals Committee

Date: 4 December 2018
Time: 7.00 pm
Venue: Committee Room 1
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Councillor J Savage
Vice Chairman: Councillor Mrs L Clarke OBE

Councillors: M Clarke, A Collingwood, C Etholen, R Gaffney, M Hussain JP, D Knights, I McEnnis, R Raja, D Shakespeare OBE and Ms J Wassell

Standing Deputies

Councillors K Ahmed, Z Ahmed, A R Green and Mrs G A Jones

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Agenda

Item		Page
1.	APOLOGIES FOR ABSENCE To receive any apologies for absence.	
2.	MINUTES To confirm the minutes of the meeting held on 2 July 2018 (previously circulated)	
3.	DECLARATIONS OF INTEREST To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, they	

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	should state the nature of that interest whether or not they are required to withdraw from the meeting.	
4.	ANIMAL WELFARE REGULATIONS 2018	1 - 5
5.	POLLING DISTRICT AND POLLING PLACES REVIEW 2018	6 - 24
6.	COMMUNITY GOVERNANCE REVIEW -LACEY GREEN AND BLEDLOW CUM SAUNDERTON	25 - 29
7.	SUPPLEMENTARY ITEMS (IF ANY)	
8.	URGENT ITEMS (IF ANY)	

**For further information, please contact Iram Malik 01494 421635,
committeeservices@wycombe.gov.uk**

Agenda Item 4.

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Officer contact: Mark Bumpstead

DDI: 01494 421008, Email: mark.bumpstead@wycombe.gov.uk

Wards affected: All

PROPOSED RECOMMENDATION

- (i) Agree the adoption of the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.
- (ii) Delegate the powers and functions contained within it to the Head of Housing and Environment.
- (iii) To introduce fees payable in connection with animal licensing applications.

Corporate Implications

1. Changes to the Constitution and Scheme of Delegation are made by Council, following recommendation of this Committee to adopt the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 which came into force on 1 October 2018. The powers, duties and functions to be delegated to the Environment Service in consultation with the District solicitor
2. There are no financial implications to the Council as by adopting these provisions it is possible to levy a licence fee which will be set at a level to recoup all of the costs of administering the new arrangements thereby ensuring that they are cost neutral.
3. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 made under the Animal Welfare Act 2006 will introduce an updated licensing system in England for five activities involving animals, namely selling animals as pets, boarding for cats or dogs, hiring out horses, dog breeding and keeping or training animals for exhibition.
4. This new legislation introduces a risk rating approach to determine the suitability of an application, the duration of the term of a licence and in addition introduces mandatory inspections during the term of the licence and a regulated appeal process.
5. Inevitably, this will increase demand on resource and so licence fee costs must consequently reflect such. It is however possible to levy a licence fee so to recoup all of the costs for administering the new regulations thereby ensuring that they are cost neutral.

Executive Summary

6. The report outlines the introduction of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and seeks the approval of fees payable in connection with animal licensing applications.

Sustainable Community Strategy/Council Priorities – Implications

7. The Council's Constitution and Scheme of Delegation underpin the way the Council undertakes its regulatory functions and thus contributes to the Sustainable Community Strategy.

8. The provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 will contribute to a thriving economy by providing protection from crime and allowing lawful businesses to continue to operate.

Background and Issues

9. The Council are presently responsible for the regulation of a variety of animal-related businesses, as well as the keeping of specified dangerous animals by individuals.
10. The current number of licences issued by Wycombe are as follows:
 - 30 x Animal boarding establishment licences (including home boarding)
 - 10 x Pet shop licences
 - 9 x Riding establishment licences
 - 3 x Dog Breeding licences
 - 1 x Dangerous Wild Animal licences
11. In addition, Buckinghamshire County Council is currently responsible for registering any performing animals based within the county.
12. The Animal Welfare Act 2006 introduced new legislation to allow the amalgamation and revision of a number of current licensing Acts, namely those applicable to pet shops, animal boarding establishments, riding establishments, dog breeding and performing animals. As a result, The Animal Welfare (Licensing of activities involving animals) (England) Regulations 2018 were published earlier this year and came into force on 1 October 2018.

Forthcoming Changes

13. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 define the animal based activities that require licences as follows:
 - Selling animals as pets (or with a view to their being later resold as pets) in the course of a business including keeping animals in the course of a business with a view to their being so sold or resold.
 - Providing or arranging for the provision of accommodation for other people's cats or dogs in the course of a business on any premises where the provision of that accommodation is a purpose of the business.
 - Hiring out horses in the course of a business for either riding, instruction in riding, or both.
 - Breeding three or more litters of puppies in any 12-month period; or breeding dogs and advertising a business of selling dogs.
 - Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes, either to any audience attending in person, or by the recording of visual images of them by any form of technology, or both.
14. Zoo licences and Dangerous Wild Animal licences are also issued by Wycombe District Council however these will continue to be covered by their own specific legislation and so there are no changes in the way these are administered.

15. Whilst historically licences entailed locally set conditions, the new provisions contain nationally set regulations for each animal based activity, which cannot be changed in any way and form the basis for conditions on the new licences going forward. These regulations comprise a set of general conditions in respect of matters such as record keeping, types and numbers of animals, staffing, maintaining a suitable environment and diet, monitoring behaviour, handling of the animals, protecting the animals from pain, suffering, injury and disease and dealing with emergencies. Each specific animal activity then has its' own set of more detailed requirements, tailored to that particular area.
16. If an applicant is running more than one licensable animal related activity, each activity will now be assessed separately and set out in one licence. The length of licence, previously set at one year, may be granted for a timeframe of between one and three years dependent on the outcome of a risk assessment. This however excludes licenses granted for the keeping or training animals for exhibition which if granted will not be risk assessed and will be granted for a three year period.
17. Existing licences granted under old legislation that are in force on 1st October 2018 will remain valid until their expiry date and will then be renewed under the new regulations.
18. If the grant of a licence is refused, or the licence is suspended, the operator will in first instances be able to appeal in writing to the local authority (a panel convened from members of the Regulatory and Appeals Committee). An internal procedure for holding such hearings will be agreed with the District Solicitor in due course. If the applicant is unhappy with the outcome of this they can make an appeal to a First Tier Tribunal. This would comprise a panel with specialist knowledge administered by HM Courts and Tribunal Service.

Inspection Process

19. The new regulations require a 'qualified inspector' to carry out inspections, and in the case of the grant of a dog breeding establishment and a grant and renewal of horse riding establishments, inspectors must be accompanied by a veterinary surgeon. To be considered a 'qualified inspector', a person must hold a Level 3 certificate granted by a body, recognised and regulated by the Office of Qualifications and Examinations Regulation which oversees the training and assessment of persons in inspecting and licensing animal activities businesses. Transitional provisions are however in place to enable any person that can show evidence of at least one year of experience in licensing and inspecting animal activities businesses to carry out the inspections until October 2021. After that time, the above requirements will need to be met.
20. Under the new arrangements, the inspection process will be much more comprehensive, and built around providing the premises with a 'risk rating'. This process will establish whether the business is 'low risk' or 'higher risk' based on the level to which it meets the standards set out in regulations and guidance. Such will reflect the star rating required to be issued to the applicant, this fundamentally determining the length of the licence issued, with the exception of Keeping and Training Animals for Exhibition as aforementioned.

21. During the term of the licence, an unannounced visit is required to be undertaken at any time to assess the level of compliance with the regulations. A licence may be suspended, varied or revoked without the consent of the licence holder if:
 - The licence conditions are not being complied with,
 - There has been a breach of the Regulations,
 - Information supplied by the licence holder is false or misleading, or
 - It is necessary to protect the welfare of an animal.
22. During the term of the licence, operators of businesses will be able to request a reassessment if they have made improvements and following payment of the relevant fee.
23. For the activity of hiring out horses, there is a requirement for an annual inspection by a listed veterinarian, regardless of the total length of the licence. The local authority must appoint a listed veterinarian to inspect the premises on which the activity is being carried on before the end of the first year after the licence is granted and then each subsequent year.

Fees

24. Fees fundamentally are to be split into two parts, the application fee to cover the Council's costs in considering and determining the application and the licence fee, which covers ongoing enforcement and compliance with requirements.
25. Fees will be payable at the time of submission and those requiring veterinary visits will be charged accordingly following a vets visit. The process required to respond to an application for a reassessment emulates the general assessment criteria and so fees in essence will mirror such.
26. Fees for applicants who apply for multiple activities at the same time will be reasonably reduced however applicants who later apply for additional activities having already been licenced will incur full costs as per the activity.
27. Revised fees need to be set to accommodate the changes. The proposed table of fees are set out at Appendix A. The fees have been costed to reflect actual officer time in undertaking the various tasks required and will be revised annually to ensure that they continue to reflect the real costs associated with this activity and thus continue to be cost neutral to the Council.

Recommendations

28. That the Regulatory and Appeals Committee agree:
 - (i) The adoption of the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.
 - (ii) Delegate the powers and functions contained within it to the Head of Housing and Environment.
 - (iii) Introduce fees payable in connection with animal licensing applications as set out in Appendix A of the report.

Background Papers

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Procedural guidance notes for local authorities, July 2018

Appendix A

Service: HOUSING & ENVIRONMENT

COMMERCIAL TEAM FEES & CHARGES: 2019/20

CATEGORY	Budget Manager	Cost Centre	Account code	Statutory (S) / Discretionary (D)	Charging Policy	Comments (e.g.: Benchmarking done, Payment incentives, Differential pricing)	Approved charges 2018/19			Proposed charges 2019/20			Change %	Income budget £
							Basic £	VAT £	Total £	Basic £	VAT £	Total £		
ANIMAL WELFARE LICENCE (1 - 3 YEAR LICENCE)	Andrew Collinson			S	Cost recovery		N/A	N/A	N/A	400.00	0.00		N/A	
ANIMAL WELFARE LICENCE - ADDITIONAL ACTIVITY APPLICATION	Andrew Collinson		New Account Code Needed	S	Cost recovery	New legislation on 01/10/2018 introduces fundamental changes with all existing legislation combined into one set of regulations. Period of licence depends on outcome of inspection and subsequent risk rating / star rating. Any vet fees incurred will be recharged back separately.	N/A	N/A	N/A	200.00	0.00		N/A	10000.00
ANIMAL WELFARE LICENCE - RE-INSPECTION TRANSFER AND OTHER AMENDMENTS	Andrew Collinson	CDEF01		S	Cost recovery		N/A	N/A	N/A	400.00	0.00		N/A	
ANIMAL WELFARE LICENCE - MID-TERM INSPECTION	Andrew Collinson			S	Cost recovery		N/A	N/A	N/A	120.00	0.00		N/A	
DANGEROUS WILD ANIMALS LICENCE NEW APPLICATION (2 YEAR LICENCE)	Andrew Collinson			S	Cost recovery			690.00	0.00	710.00	0.00	710.00	3%	0.00
DANGEROUS WILD ANIMALS LICENCE RENEWAL (2 YEAR LICENCE)	Andrew Collinson	CDEF01	L067	S	Cost recovery	Includes vet fees		440.00	0.00	453.00	0.00	453.00	3%	
ZOO LICENCE	Andrew Collinson	CDEF01		S	Cost recovery	Includes vet fees		1200.00	0.00	1236.00	0.00	1236.00	3%	0.00

Agenda Item 5.

Polling Place & District Review 2018

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Wards affected: All

PROPOSED RECOMMENDATION TO COUNCIL

That the feedback from the consultation responses, as set out at appendix E to the report is considered, and the changes to Polling Districts and Polling Places be agreed.

Corporate Implications

Changes to UK Parliamentary polling arrangements are made by Council, following recommendation, either through statutory review or necessity if urgent amendments to polling places are required at short notice.

There are no financial implications arising from this report.

Executive Summary

1. The Polling District and Polling Places review commenced within the Wycombe District on 1 October until the 29 October 2018.
2. 13 responses were received ranging from no change to several location changes based on necessity, convenience and fairness of allocation.

Background and Issues

3. The Electoral Registration and Administration Act 2013 sets out the timing of compulsory reviews of UK Parliamentary polling districts and polling places. This means that compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.
4. A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983).
5. The statutory responsibility for reviewing Parliamentary polling districts and places rests with Wycombe District Council.
6. It is the Full Council that makes the decisions on any changes to polling districts or polling places.
7. Polling districts and polling places for other elections (not Parliamentary) are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the local authority area should be taken into consideration as part of the review.

8. The Council must comply with the following legislative requirements regarding the designation of polling districts and polling places:
 - each parish in England is to be a separate polling district, unless special circumstances apply;
 - the Council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors;
 - the polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district); and
 - the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.
9. The Council must also comply with the following access requirements. As part of the review, they must:
 - seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances; and
 - seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled.
10. After considering all of the representations, the local authority must decide on the most appropriate polling districts and polling places, which must be approved by the council.
11. The last Polling Places & Polling District Review was undertaken in 2014 and the one before that in 2011/12.

Definitions

12. Polling Districts, Polling Places and Polling Stations are defined as follows:

Polling District

13. A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.
14. Each parish is to be a separate polling district unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any unparished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.
15. When a parish or community is not a separate polling district the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.

Polling place

16. A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
17. Section 18B (4) (e) of the RPA 1983 states 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. The Electoral Commission consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environment).

Polling station

18. A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the Local Authority, polling stations are chosen by the Returning Officer appointed for an election.

Consultation

19. As required by the RPA 1983, the Notice of Review (Commencement) was published formally on Monday 1 October 2018 and was displayed at the Council Offices, Queen Victoria Road, Wycombe, HP11 1BB and on the Councils web page at <https://www.wycombe.gov.uk/pages/About-the-council/Elections-and-voting/Polling-district-and-polling-places-reviews.aspx>
20. The web page provided details of the review and included:
 - up to date Parliamentary electorate figures as of September 2018 (Appendix A);
 - local electorate figures as of September 2018 (Appendix B);
 - a list of existing Polling Places and Polling Districts (Appendix C); and
 - electronic maps (jpg) of each polling District.
21. E-mails were sent to District Councillors, Wycombe District Parish Clerks, Party Agents, Parliamentary Acting Returning Officers for Aylesbury, Beaconsfield and Buckingham, Scope and also Wycombe District Council's Access Officer.

Responses

22. The review ended on 30th October with 13 responses received. Two responses were received before the formal consultation commenced however, their comments echo other responses received regarding Chiltern Wood School.

23. Although not received in response to the formal consultation process, additional and relevant responses have been received from our key contacts at existing polling stations. The Electoral Services Team have been forward planning for the 2019 District Election and have received helpful feedback in relation to existing polling stations which have helped inform the review.

Summary of Responses

24. Cllr Matt Knight (Micklefield) – email received 1 October 2018

I would like to propose Micklefield has a second polling district created. This could use the Hicks Farm Rise community room owned by Red Kite at the pensioners bungalows as a polling station. Micklefield traditionally has low turn out and is currently served by just one polling station.

25. Cllr Michael Appleyard – email received 2 October 2018

I have looked at this and have no changes to propose for Bourne End and Wooburns.

26. Parent of child attending Chiltern Wood School – email received 2 October 2018

I'm emailing regarding my sons special educational school being used as a polling station come May.

Chiltern Wood school up in Cressex Verney Avenue has been used as a polling station for many years now and I think this should be reconsidered considering the severe stress and health issues this causes for all the children who attend the school.

I do understand that schools are allowed to be used but surely you could look at other schools in the area which isn't going to have such a severe impact on the children who attend.

I did recently read in the bucks free press about a church that they stopped using due to a nursery being placed there and the affects it was having.

I do hope that you can see the impact that it has not only on the children but the whole family.

27. Cllr Lesley Clarke (Abbey) – email received 3 October 2018

Could the new Community building on the Queen Elizabeth II Playing Field on Shelley Road, formally the Shelley Road playing field, be considered as a polling station?

There is sufficient parking on site and the required facilities for the polling staff.

28. Parent of child attending Chiltern Wood School – email received 4 October 2018

I am a parent of a special needs child who attends Chiltern Wood School.

I would like you to consider not using our school as a polling station as it disrupts their important routines and their education is extremely important to us and them.

I'm sure there must be alternative venues that are not in use.

Every child's education is important.

29. Parent of child attending Chiltern Wood School – email received 4 October 2018

I am emailing to express my concern for my son's school (Chiltern Wood) being held as a polling station. My son, along with many of the students there with additional needs, really struggle with changes to routine and new transitions. A change in routine such as polling day needs to be prepared for well in advance with him, and will likely leave him with anxiety and behavioural outbursts, and can also impact on therapy time he is directly receiving (one which we went to tribunal for and the county is accountable for providing).

I think it makes more sense to move this polling station to an alternative site with mainstream children where a change to their routine will not have as great an impact on their wellbeing or health.

30. Parent of child attending Chiltern Wood School – email received 4 October 2018

We are trying to get the council to stop using Chiltern Wood (Cressex site) as a polling station, due to the impact that this has on our children.

It unsettled our son Exxx.

31. Parent of child attending Chiltern Wood School – email received 5 October 2018

My son attends Chiltern Wood School and is on the Autism spectrum. He is a child who likes routine and struggles when he is not at school due to the learning opportunity and routine it gives him. My son thrives at school and missing even a single day can make a huge impact on his well-being.

As a parent I would strongly request that a special needs school such as Chiltern Wood is not used as a polling station as the closure for the day causes unnecessary anxiety and disruption when there are other schools or even community centres which could be used instead.

32. Secretary at the Clare Foundation – phone call received 17 October 2018

Phone call to advise that the Clare Foundation building has been sold and is being turned into apartments.

33. Letter received 19 October 2018 from Acting Returning Officer at Aylesbury and Buckinghamshire with no concerns with the current arrangement.

34. Philip Dumville – email received 29 October 2018

I am happy with the existing polling places in my patch.

35. Email received 29 October 2018 from Acting Returning Officer at Beaconsfield that overall they had no concerns with the polling districts or polling places.
36. Discussion with Alan Switalski Wycombe District Council Access Officer on 29 October 2018

Alan raised no issues with the current polling stations and confirmed that no feedback had been made to him in the past regarding access into polling stations.

Options

37. Taking on board the comments received and summarised above, the Committee is invited to consider the following options:
 1. Reject all of the recommendations in appendix 'E' to this report and maintain the status quo;
 2. Amend the polling district and polling places arrangements to reflect some or all of the suggestions made; or
 3. Amend the current arrangements as advised in appendix 'E'.
38. A copy of the existing Polling Places and Polling Districts is enclosed at appendix 'C' to the report.

Next Steps

39. The recommendations of the Committee, option 1, 2 or 3 above, will be presented to Full Council for consideration at their next meeting on 10 December 2018.

Background Papers

The Electoral Registration and Administration Act 2013

Schedule A1 to the Representation of the People Act 1983 (RPA 1983)

The Parliamentary Constituencies Act 1986

Section 18B (4) (e) of the RPA 1983

www.electoralcommission.org.uk

Appendices

Appendix A - Parliamentary electorate figures as of September 2018

Appendix B - Local electorate figures as of September 2018

Appendix C - A list of existing Polling Places and Polling Districts

Appendix D - Content of e-mail distributed

Appendix E – Summary of recommendations from those consulted

Analysis Parliamentary Electorate Totals for September 2018 Register

Parliamentary	Polling District	Electorate
Aylesbury	AA - Bledlow	687
	AB - Bledlow Ridge	825
	AD - Saunderton	386
	AC - Bradenham	343
	AI - Great and Little Hampden	232
	AE - Naphill	2,356
	AF - Hughenden Valley	1,530
	AG - Great Kingshill	1,292
	AH - Great Kingshill (Widmer End)	1,605
	AJ - Lacey Green	1,369
	AK - Speen	532
	AN - Radnage	553
	AL - Stokenchurch	3,188
	AM - Beacons Bottom	559
	Total for Aylesbury	15,457
	Beaconsfield	BB - Hedsor
BC - Flackwell Heath		4,661
BD - Well End		761
BE - Little Marlow		401
BF - Marlow (South East No.1)		1,509
BG - Marlow (South East No.2)		2,552
BJ - Marlow (North & West No.1)		1,391
BK - Marlow (North & West No.2)		2,400
BL - Marlow (North & West No.3)		2,019
BM - Marlow (North & West No.4)		813
BA - Bourne End		4,273
BH - Wooburn Green		2,917
BI - Wooburn Town		1,006
Total for Beaconsfield	24,783	
Buckingham	KA - Ellesborough	638
	KB - Great & Little Kimble-Cum-Marsh	860
	KC - Longwick	1,030
	KD - Monks Risborough	1,575
	KE - Princes Risborough	4,937
Total for Buckingham	9,040	
Wycombe	RP - Fawley	177
	WA - Abbey No.1	1,182
	WA2 - Abbey No.1	30
	WB - Abbey No.2	2,727
	WC - Abbey No.3	1,578
	WD - Abbey No.4	1,343
	WE - Booker & Cressex No.1	1,220
	WE2 - Booker & Cressex No.1	749
	WF - Booker & Cressex No.2	969
	WF2 - Booker & Cressex No.2	648
	WG - Bowerdean No.1	1,234
	WG2 - Bowerdean No.1	463
	WH - Bowerdean No.2	1,793
	WH2 - Bowerdean No.2	236
	WI - Disraeli No.1	2,385
WJ - Disraeli No.2	1,850	
WK - Micklefield	3,742	
WL - Oakridge & Castlefield No.1	2,732	

Wycombe District Council

Analysis Parliamentary Electorate Totals for September 2018 Register

Parliamentary	Polling District	Electorate
Wycombe	WM - Oakridge & Castlefield No.2	2,980
	WN - Ryemead No.1	2,050
	WO - Ryemead No.2	1,646
	WO2 - Ryemead No.2	1,632
	WP - Sands No.1	1,818
	WQ - Sands No.2	1,419
	WR - Sands No.3	1,090
	WS - Terriers & Amersham Hill No.1	1,224
	WT - Terriers & Amersham Hill No.2	812
	WU - Terriers & Amersham Hill No.3	3,258
	WV - Terriers & Amersham Hill No.4	1,299
	WW - Totteridge No.1	2,153
	WX - Totteridge No.2	2,418
	RS - Loudwater	3,165
	RT - Tylers Green	3,399
	RD - Downley	1,581
	RE - Plomer Hill	2,221
	RF - Great Marlow (Booker)	218
	RI - Bovingdon Green	398
	RJ - Great Marlow	235
	RN - Hambleden (North)	618
	RO - Hambleden (South)	450
	RK - Hazlemere (North)	3,767
	RL - Hazlemere (South)	3,594
	RM - Ibstone	200
	RA - Lane End	2,767
	RG - Marlow Bottom	2,524
	RH - Medmenham (Danesfield)	614
	RR - Medmenham (Medmenham Village)	279
	RB - Piddington and Wheeler End	491
	RQ - Turville	230
	RC - West Wycombe	1,006
	Total for Wycombe	76,614
	Report Total	125,894

Analysis District Electorate Totals for September 2018 Register

District	Polling District	Electorate
Abbey	WA - Abbey No.1	1,237
	WA2 - Abbey No.1	32
	WB - Abbey No.2	2,993
	WC - Abbey No.3	1,912
	WD - Abbey No.4	1,391
	Total for Abbey	7,565
Bledlow & Bradenham	AA - Bledlow	695
	AB - Bledlow Ridge	826
	AD - Saunderton	392
	AC - Bradenham	338
	Total for Bledlow & Bradenham	2,251
Booker & Cressex	WE - Booker & Cressex No.1	1,262
	WE2 - Booker & Cressex No.1	762
	WF - Booker & Cressex No.2	1,039
	WF2 - Booker & Cressex No.2	676
	Total for Booker & Cressex	3,739
Bourne End-Cum-Hedsor	BB - Hedsor	84
	BA - Bourne End	4,349
	Total for Bourne End-Cum-Hedsor	4,433
Bowerdean	WG - Bowerdean No.1	1,303
	WG2 - Bowerdean No.1	488
	WH - Bowerdean No.2	1,926
	WH2 - Bowerdean No.2	265
	Total for Bowerdean	3,982
Chiltern Rise	RA - Lane End	2,809
	RB - Piddington and Wheeler End	498
	RC - West Wycombe	1,039
	Total for Chiltern Rise	4,346
Disraeli	WI - Disraeli No.1	2,579
	WJ - Disraeli No.2	1,941
	Total for Disraeli	4,520
Downley & Plomer Hill	RD - Downley	1,620
	RE - Plomer Hill	2,279
	Total for Downley & Plomer Hill	3,899
Flackwell Heath & Little Marlow	BC - Flackwell Heath	4,713
	BD - Well End	764
	BE - Little Marlow	405
	Total for Flackwell Heath & Little Marlow	5,882

Wycombe District Council

Analysis District Electorate Totals for September 2018 Register

District	Polling District	Electorate
Greater Hughenden	AE - Naphill	2,377
	AF - Hughenden Valley	1,538
	AG - Great Kingshill	1,297
	AH - Great Kingshill (Widmer End)	1,617
	Total for Greater Hughenden	6,829
Greater Marlow	RF - Great Marlow (Booker)	221
	RI - Bovingdon Green	404
	RJ - Great Marlow	238
	RG - Marlow Bottom	2,553
	RH - Medmenham (Danesfield)	606
Total for Greater Marlow	4,022	
Hambleden Valley	RP - Fawley	183
	RN - Hambleden (North)	632
	RO - Hambleden (South)	470
	RM - Ibstone	201
	RR - Medmenham (Medmenham Village)	277
	RQ - Turville	231
Total for Hambleden Valley	1,994	
Hazlemere North	RK - Hazlemere (North)	3,798
	Total for Hazlemere North	3,798
Hazlemere South	RL - Hazlemere (South)	3,636
	Total for Hazlemere South	3,636
Icknield	KA - Ellesborough	639
	KB - Great & Little Kimble-Cum-Marsh	865
	KC - Longwick	1,040
	Total for Icknield	2,544
Lacey Green, Speen & the Hampdens	AI - Great and Little Hampden	234
	AJ - Lacey Green	1,378
	AK - Speen	532
Total for Lacey Green, Speen & the Hampdens	2,144	
Marlow North & West	BJ - Marlow (North & West No.1)	1,425
	BK - Marlow (North & West No.2)	2,496
	BL - Marlow (North & West No.3)	2,074
	BM - Marlow (North & West No.4)	831
Total for Marlow North & West	6,826	
Marlow South East	BF - Marlow (South East No.1)	1,541
	BG - Marlow (South East No.2)	2,655
Total for Marlow South East	4,196	

Wycombe District Council

Analysis District Electorate Totals for September 2018 Register

District	Polling District	Electorate
Micklefield	WK - Micklefield	4,033
	Total for Micklefield	4,033
Oakridge & Castlefield	WL - Oakridge & Castlefield No.1	3,222
	WM - Oakridge & Castlefield No.2	3,276
	Total for Oakridge & Castlefield	6,498
Ryemead	WN - Ryemead No.1	2,171
	WO - Ryemead No.2	1,758
	WO2 - Ryemead No.2	1,757
	Total for Ryemead	5,686
Sands	WP - Sands No.1	2,059
	WQ - Sands No.2	1,493
	WR - Sands No.3	1,170
	Total for Sands	4,722
Stokenchurch & Radnage	AN - Radnage	559
	AL - Stokenchurch	3,238
	AM - Beacons Bottom	564
	Total for Stokenchurch & Radnage	4,361
Terriers & Amersham Hill	WS - Terriers & Amersham Hill No.1	1,371
	WT - Terriers & Amersham Hill No.2	851
	WU - Terriers & Amersham Hill No.3	3,440
	WV - Terriers & Amersham Hill No.4	1,416
	Total for Terriers & Amersham Hill	7,078
The Risboroughs	KD - Monks Risborough	1,597
	KE - Princes Risborough	5,015
	Total for The Risboroughs	6,612
The Wooburns	BH - Wooburn Green	2,995
	BI - Wooburn Town	1,022
	Total for The Wooburns	4,017
Totteridge	WW - Totteridge No.1	2,243
	WX - Totteridge No.2	2,599
	Total for Totteridge	4,842
Tylers Green & Loudwater	RS - Loudwater	3,275
	RT - Tylers Green	3,437
	Total for Tylers Green & Loudwater	6,712

Wycombe District Council

Analysis District Electorate Totals for September 2018 Register

District	Polling District	Electorate
	Report Total	131,167

Agenda Item 5. appendix C

Reference	District(s)	Polling Place
1	AA	Bledlow Village Hall, Lower Icknield Way, Bledlow
2	AB	Bledlow Ridge Village Hall, Chinnor Road, Bledlow Ridge
3	AC	Bradenham Cricket Club Pavilion, The Green, Bradenham Woods La
4	AD	The Clare Foundation, Saunderton Estate, Wycombe Road
5	AE	Naphill Village Hall, Main Road, Naphill
6	AE	Naphill Village Hall, Main Road, Naphill
7	AF	Hughenden Valley Village Hall, Coombe Lane, Hughenden Valley
8	AG	Great Kingshill Village Hall, New Road, Great Kingshill
9	AH	Church of the Good Shepherd, Georges Hill, Widmer End
10	AI	Great Hampden Village Hall, Memorial Road, Great Hampden
11	AJ	Lacey Green Village Hall, Main Road, Lacey Green
12	AK	Speen Village Hall, Studridge Lane, Speen
13	AL	Stokenchurch Methodist Church, The Common, Stokenchurch
14	AL	Stokenchurch Methodist Church, The Common, Stokenchurch
15	AM	Studley Green Community Centre, Wycombe Road, Studley Green
16	AN	Radnage Village Hall, Radnage Common Road, Radnage
17	BA,BB	Bourne End Community Centre, Wakeman Road, Bourne End
18	BA	Bourne End Community Centre, Wakeman Road, Bourne End
19	BC	Flackwell Heath Community Centre, Straight Bit, Flackwell Heath
20	BC	Flackwell Heath Community Centre, Straight Bit, Flackwell Heath
21	BC	Flackwell Heath Community Centre, Straight Bit, Flackwell Heath
22	BD	Abbotsbrook Hall, Marlow Road, Well End
23	BE	The Pavilion, Church Road, Little Marlow
24	BF	Liston Hall, Chapel Street, Marlow
25	BG	Foxes Piece School, Newfield Road, Marlow
26	BG	Foxes Piece School, Newfield Road, Marlow
27	BH	Meadows Combined School, School Road, Wooburn Green
28	BH	Meadows Combined School, School Road, Wooburn Green
29	BI	St Pauls Church Hall, Town Lane, Wooburn Green
30	BJ	Spinfield School, Terrington Hill
31	BK	Marlow Football Club, Oak Tree Road, Marlow
32	BK	Marlow Football Club, Oak Tree Road, Marlow
33	BL	Marlow Youth Centre, Wycombe Road, Marlow
34	BM	Court Garden Leisure Complex, Pound Lane, Marlow
35	KA	Ellesborough Village Hall, Ellesborough Road, Butlers Cross
36	KB	Kimble Stewart Hall, Station Road, Little Kimble

Reference	District(s)	Polling Place
37	KC	Longwick Village Hall, The Green, Thame Road
38	KD	White Cross Hall, Aylesbury Road, Monks Risborough
39	KE	Princes Risborough Community Centre, Stratton Road, Princes Risb
40	KE	Princes Risborough Community Centre, Stratton Road, Princes Risb
41	KE	Princes Risborough Community Centre, Stratton Road, Princes Risb
42	RA	Lane End Village Hall, Finings Road, Lane End
43	RA	Lane End Village Hall, Finings Road, Lane End
44	RB	Piddington Village Hall, King Street, Piddington
45	RC	West Wycombe Village Hall, High Street, West Wycombe
46	RD	Downley Community Centre, School Close, Downley
47	RE	St James Church Hall, Plomer Hill, Downley
48	RE	St James Church Hall, Plomer Hill, Downley
49	RF,RG	Marlow Bottom Village Hall, Marlow Bottom, Marlow
50	RG	Marlow Bottom Village Hall, Marlow Bottom, Marlow
51	RH,RR	Medmenham Village Hall, Henley Road, Medmenham
52	RI,RJ	Bovingdon Green Village Hall, Frieth Road, Marlow
53	RK	Cedar Barn, Barn Lane
54	RK	Cedar Barn, Barn Lane
55	RL	Hazlemere Community Centre, Rose Avenue, Hazlemere
56	RL	Hazlemere Community Centre, Rose Avenue, Hazlemere
57	RM	Ibstone School, Ibstone, High Wycombe
58	RN	Frieth Village Hall, Main Road, Frieth
59	RO	Hambleden Village Hall, Hambleden, Henley on Thames
60	RP	Fawley Village Hall, Fawley Green, Dobsons Lane
61	RQ	Turville Village Hall, Northend, Northend, Henley on Thames
62	RS	The Loudwater Centre, Birfield Road, Loudwater
63	RS	The Loudwater Centre, Birfield Road, Loudwater
64	RT	Tylers Green Village Hall, Church Road, Tylers Green
65	RT	Tylers Green Village Hall, Church Road, Tylers Green
66	WA,WA2	Chiltern Wood School, Verney Avenue, High Wycombe
67	WB	Oakridge School, Oakridge Road, High Wycombe
68	WB	Oakridge School, Oakridge Road, High Wycombe
69	WC	ARTS4EVERY1 Centre, Desborough Road, High Wycombe
70	WD	St Michaels School, Daws Hill Lane
71	WE,WE2	Church of Christ the Servant King, Sycamore Road, High Wycombe
72	WF,WF2	Cressex Community Centre, 203 Cressex Road, High Wycombe

Reference	District(s)	Polling Place
73	WG,WG2	Totteridge Community Centre, Totteridge Drive, High Wycombe
74	WH,WH2	Hannah Ball School, Philip Road, High Wycombe
75	WI	The Pastures Church, 207 The Pastures, High Wycombe
76	WI	The Pastures Church, 207 The Pastures, High Wycombe
77	WJ	The Disraeli School, The Pastures, High Wycombe
78	WK	Micklefield Community Centre, Micklefield Road, High Wycombe
79	WK	Micklefield Community Centre, Micklefield Road, High Wycombe
80	WL	Green Street Community Centre, Desborough Street, High Wycomb
81	WL	Green Street Community Centre, Desborough Street, High Wycomb
82	WM	Castlefield Community Centre, Rutland Avenue, High Wycombe
83	WM	Castlefield Community Centre, Rutland Avenue, High Wycombe
84	WN	Sea Cadets Hall, Chestnut Avenue, High Wycombe
85	WO	Wrights Meadow Centre, Wrights Meadow Road
86	WO2	Wrights Meadow Centre, Wrights Meadow Road
87	WP	Millbrook School, Mill End Road, High Wycombe
88	WQ	Sands Village Hall, Lane End Road, High Wycombe
89	WR	Our Lady of Grace Church, Squirrel Lane, High Wycombe
90	WS	Wycombe Museum, Priory Avenue, High Wycombe
91	WT	Highworth County Combined School, Highworth Close, High Wycom
92	WU	St Francis of Assisi Church, Amersham Road, High Wycombe
93	WU	St Francis of Assisi Church, Amersham Road, High Wycombe
94	WV	Parsonage Close Common Room, Parsonage Close, Duke Street
95	WW	Kings Wood School, Hollis Road, High Wycombe
96	WX	St Andrews Church, Hatters Lane, High Wycombe
97	WX	St Andrews Church, Hatters Lane, High Wycombe

Agenda Item 5. Appendix D

Good afternoon

I'm sure you will be aware that the Council periodically review the provision of Polling Districts and Polling Places and we are now commencing the process again at the earliest given opportunity to enable the process to be completed before the elections in 2019

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 last review being in 2014. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020 (inclusive) and we have set our consultation period to run from **Monday 1 October 2018 until Monday 29 October 2018**.

If you are minded to respond to the consultation or know of anyone who may have a vested interest the details of the review, electronic access to the polling district boundaries, electoral statistics and the current list of the polling places can be accessed via the councils' web page which can be accessed on the link below. Any responses can be emailed directly to myself.

Maps of the polling districts can be found by going to the link below and using MyWycombe to search for a certain area and there will be individual PDF maps of each polling district available, which can be printed off if desired.

<https://www.wycombe.gov.uk/pages/About-the-council/Elections-and-voting/Polling-district-and-polling-places-reviews.aspx>

If you have any questions relating to the review please do not hesitate to contact me by email or on the number below.

Best regards

Matt Rae
Electoral Services & Land Charges Manager

Council Offices
Wycombe District Council
Queen Victoria Road
High Wycombe
Buckinghamshire
HP11 1BB

Polling Station	Responses	Possible Changes	Site Visit Comments	Recommendation
Chiltern Wood School (WA Abbey)	5 Responses from parents requesting that the school not be used as a polling station. Chiltern Wood is a special education school and polling day disrupts the childrens routine and in some cases can be very upsetting.	<ul style="list-style-type: none"> Mapledean Nursery Chepping View School 	Chepping View School is potentially a good replacement but they did not want to close the school and they did not want any voters to drive into the school to park, this would have been impossible to manage. Mapledean is an excellent venue, relatively new so good disabled access, with good kitchen and toilet facilities. Had the ability to close off parts of the building so could still run as normal, but they suggested they may use polling day as an inset day. Plenty of parking.	Move to Mapledean Nursery
Oakridge School (WB Abbey)	One response from Cllr Lesley Clarke requesting that we move the polling station to Poets Corner Community Hall	<ul style="list-style-type: none"> Poets Corner Community Hall 	Poets Corner community Hall is a brand new building. On entering there is plenty of parking for the electorate. The building is quite small and the room available is 10mx5m. There are adequate facilities with a kitchen and toilet.	Decision of the council - Oakridge school is a double station, each has around 1400 electors. The room on offer at Poets Corner Community Centre would not be able to hold two polling stations so this would require the polling district to be split so that one would remain at the school.
Micklefield Community Centre (WK)	One response from Cllr Matt Knight that a second polling district be created in Micklefield and Hicks Farm Rise Community Room be used.	<ul style="list-style-type: none"> Hicks Farm Rise Community Room 	The polling place is situated on residential development that houses pensioners and the room is used by them for coffee mornings/lunches. The room is a good size and has the facilities to accommodate a polling station.	Decision of the council – The current location works well and we have not had any feedback to suggest that the polling location does not work

			Parking is limited with only five spaces which may already be used by residents/visitor. Does have a small step to enter the building.	because it houses two polling stations. It would be for the council to decide whether a split would be necessary or if it is more preferable to retain the status quo.
Clare Foundation (AD)	Response from Clare Foundation that it is closing and being turned into flats so could no longer be used as a polling station.	<ul style="list-style-type: none"> Golden Cross P.H 	The Golden Cross is the only alternative in the village. The room on offer is adequate to house one polling station which has just under 400 electors. Would need a ramp to enter the building. Has been used before as a polling location	Move to Golden Cross P.H

Agenda Item 6.

Lacey Green and Bledlow cum Saunderton Community Governance Review

Officer contact: Matt Rae

DDI: 01494 – 421242

Email: matt.rae@wycombe.gov.uk

Wards affected: All

PROPOSED RECOMMENDATION TO COUNCIL

1. Further to the consultation that has been completed as part of the community governance review in the parishes of Lacey Green and Bledlow cum Saunderton, that a minor change to the parish boundary be made to move three properties from the parish of Lacey Green to the parish of Bledlow cum Saunderton.
2. To make a formal request to the Local Government Boundary Commission for England for a consequential amendment to the ward boundaries between Bledlow and Bradenham and Lacey Green, Speen and the Hampdens District Wards based on the defined Parish amendment

Executive Summary

1. Wycombe District Council, as principal council, agreed in July 2018 to undertake a Community Governance Review (CGR) to amend the electoral arrangements of the parish council(s). The review was subsequently commenced with the publication of the Terms of Reference and a consultation of local residents and other interested parties in the relevant parishes.
2. Any changes agreed to the electoral arrangements will be effective from the next full parish elections. These are currently scheduled for May 2019, however in light of the MHCLG announcement on 1 November 2018 for the creation of a single Unitary District Council for the whole of Buckinghamshire with effect from 1 April 2020, the parish elections may be moved.
3. Lacey Green Parish Council, owners of two properties and a land owner on the boundary between Lacey Green and Bledlow Cum Saunderton Parish Councils requested that the properties be moved from Lacey Green Parish Council to Bledlow Cum Saunderton. If agreed, this will require a consequential request being made to the Local Government Boundary Commission for England to amend the ward boundary accordingly.

Corporate Implications

4. The Local Government and public Involvement in Health Act 2007 enables a principal authority to carry out a Community Governance Review of the electoral arrangements of the parishes within its area.

Financial Implications:

5. There is no specific budget for CGRs. The full cost must be met by the District Council as there is no power to recharge to a parish council or any other council.
6. Due to the size of the review the cost has been minimal with the only expenditure the cost of printing, postage and officers time. Emails have been sent where possible to save on postage costs.

Equalities Implications

7. Improvement of the electoral arrangements for the parish communities.

Sustainable Community Strategy/Council Priorities - Implications

8. The arrangements for elections underpin all the Council's activities and priorities.

Background and Issues

9. A principal council may not carry out a review of its ward boundaries, as this is the responsibility of the Boundary Commission for England. However the electoral arrangements of a parish council may be altered by a principal council as the result of a CGR either as a result of a petition, or at the request of the parish council itself or a local member.
10. The decision to amend parish electoral arrangements cannot be taken by a principal council without undertaking a CGR. A principal council does have the authority to refuse to undertake a CGR if it feels there would be absolutely no benefit to the community by such a review, but in the majority of cases, a review will be undertaken, even if the outcome of the review is to make no changes.

Consultation

11. The consultation period ran for three weeks from Monday 8 October until Monday 29 October.
12. Notice of the review were published formally on Monday 8 October at the council offices and could be found on the website at

<https://www.wycombe.gov.uk/pages/About-the-council/Elections-and-voting/Community-governance-reviews.aspx>

13. Altogether eight individual letters were sent to residents of three properties that the change would affect. Emails were sent to the parishes of Lacey Green and Bledlow cum Saunderton. and to the district councillors that represent the areas of Lacey Green, Speen and the Hampdens, which the parish of Lacey Green is situated and Bledlow and Bradenham, which the parish of Bledlow cum Saunderton is situated.
14. Two responses were received, both by email:
15. Cllr Miv Hughes (Lacey Green Parish Council) also resident of property that would be affected by the CGR

It was I who instigated the requested to move the boundary in 2016 to include the small number of properties concerned into Bledlow and Saunderton Parish. and the process was begun but abandoned when talk of the unitary authority was raised.

Our address is xxxxxxxxxxxxxxxxxxxxxxxxx. Likewise, the other two properties and a field between us and xxxxxxxx House, is similarly affected.

Obviously, the original boundary was there long before the road was built, but the road having been built, it effectively cuts the west side of the parish off from the remainder, and, looking at the line of the boundary as it exists, re-aligning it with the A4010 would be a sensible move.

The residents concerned were all consulted at the time it was first suggested, and it was discovered that none of the residents actually have any involvement with the Parish of Lacey Green, it is merely an administrative boundary, so it was deemed a sensible move.

The other consideration was the potential new Parliamentary boundary changes, which would put Lacey Green into a Parliamentary constituency with Amersham and Chesham-both very much more urban than the rural nature of the surrounding countryside.

Moving the parish boundary will put the properties concerned into the Wycombe Parliamentary constituency which preserves the status quo.

16. John Hughes – Resident of property affected by CGR

Thank you for your letter of 9 October regarding Lacey Green PC's request to move part of the parish boundary to allow three properties, including Ridgeway Lodge, to be re-placed in Bledlow-cum-Saunderton parish.

I fully support the proposal as shown on the map you supplied. It has long seemed an anachronism to me that the present parish boundary has not been updated from historic positions. The re-placement proposed would more accurately reflect present community settings as well as physical features that clearly demark the boundaries.

Options

17. The Council is obliged to decide formally whether or not to approve the request.

Next Steps

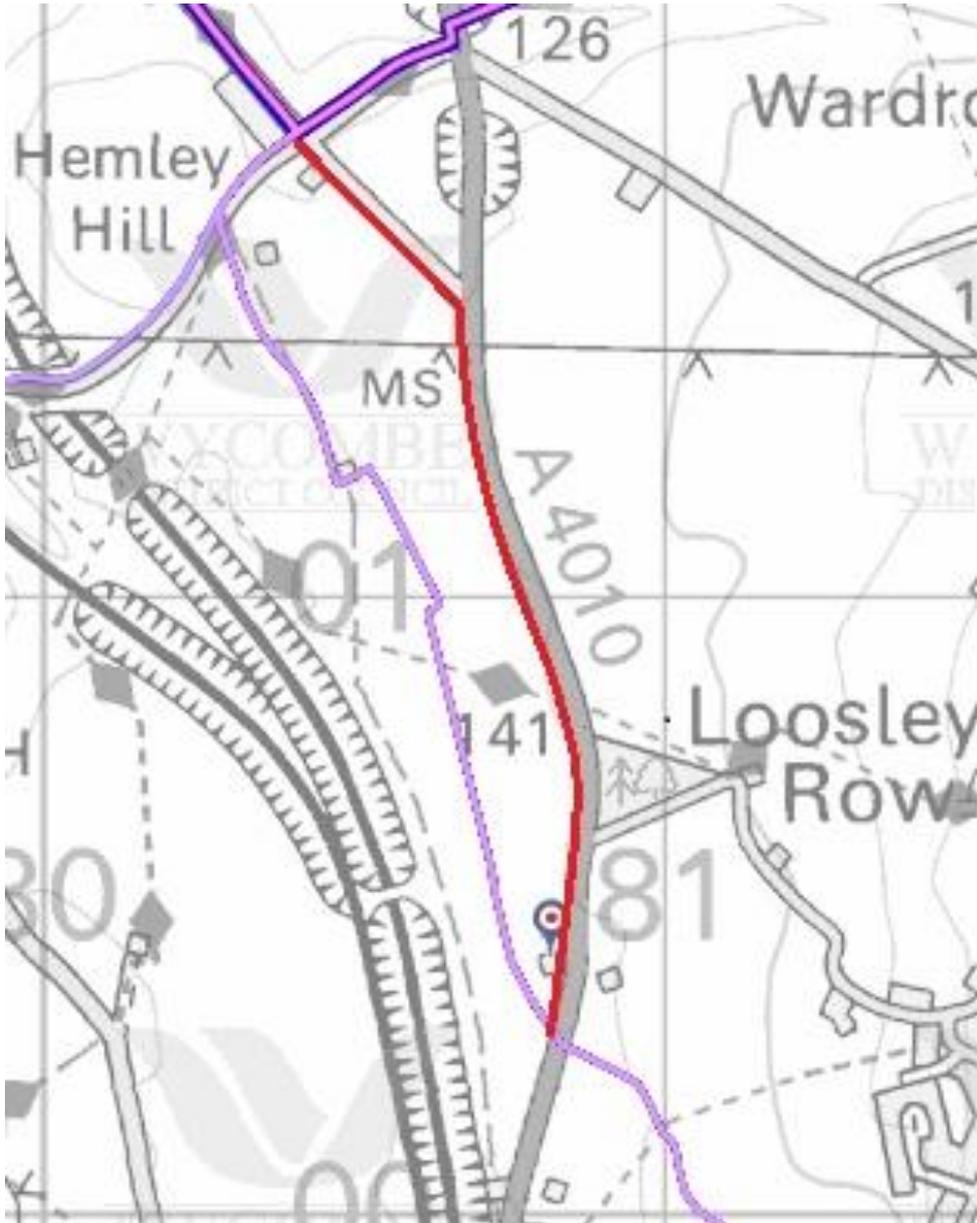
18. If agreed, a Reorganisation Order will be made for the parishes and a formal request to the Local Government Boundary Commission for England for a consequential amendment to the ward boundaries will be made. Any changes will become effective from the next full parish elections in May 2019 (if the parish elections do not go ahead the effective date will be reconsidered).

Appendices

Appendix A – Map of proposed change

Agenda Item 6.

Appendix A



Existing Boundary

Proposed Boundary