

Report to Council

Agenda
Item:

17(v)

Meeting Date: 7 January 2014
 Portfolio: Finance, Governance and Resources
 Key Decision: Yes: Recorded in the Notice Ref:KD.027/13
 Within Policy and Budget Framework
 Public / Private Public

Title: REVIEW OF POLLING ARRANGEMENTS
 Report of: Director of Governance
 Report Number: GD 03/14

Purpose / Summary:

This report presents the results of the review of polling arrangements and makes recommendations in respect of existing arrangements. A copy of report GD58/13 which was considered by the Executive at the meeting on 16th December and the recommendations of the Executive arising from those considerations are attached.

Recommendation:- See minute extract attached.

I Dixon

Electoral Services Officer

Tracking

Executive:	16 December 2013
Overview and Scrutiny:	N/A
Council:	7 January 2014

Report to Executive

Agenda
Item:

A.6

Meeting Date: 16 December 2013
 Portfolio: Finance, Governance and Resources
 Key Decision: Yes: Recorded in the Notice Ref: KD.027/13
 Within Policy and Budget Framework
 Public / Private Public

Title: REVIEW OF POLLING ARRANGEMENTS
 Report of: Director of Governance
 Report Number: GD.58/13

Purpose / Summary:

This Report presents the results of the annual review of polling arrangements and makes recommendations for changes to existing arrangements as appropriate. Responsibility for designating polling places lies with the full Council. This report is presented to the Executive for information before submission to the Council meeting on 7th January 2014

Recommendations:

(See over)

Tracking

Executive:	16 December 2013
Overview and Scrutiny:	N/A
Council:	7 January 2014

RECOMMENDATIONS:

It is recommended that:

1. That no changes be made to current polling district boundaries.
2. It is recommended that the polling arrangements in the following wards remain unchanged:

Belah	Denton Holme	Morton
Botcherby	Harraby	St Aidans
Brampton	Hayton	Stanwix Urban
Burgh	Irthing	Upperby
Currock	Longtown & Rockcliffe	Wetheral
Dalston	Lyne	Yewdale

3. The Church of the Nazarene Moorhouse Road replace Belle Vue School as the polling place for districts MA and MB (Belle Vue Ward).
4. The Church of Science and Reading Rooms on the junction of Victoria Place and Chatsworth Square be designated as the polling place for polling district JD /JF(Castle Ward) to replace the location at the Cumbria Deaf Vision premises in Compton Street which are no longer available.
5. That polling facilities for polling district PAH in Cargo (Stanwix Rural Ward) be provided by siting a portable cabin in the play area at the Old School Yard Cargo to replace the location at Four Oaks Cargo which is no longer available.
6. That officers continue to investigate the provision of polling facilities for polling district PR1 and PR2 in Cumrew and liaise with the local member on possible options for providing polling facilities. Should it no be possible to provide a suitable alternative venue for a polling station Officers be authorised to provide polling facilities by siting a portable cabin in Cumrew
7. That letters of thanks be sent to Cumbria Deaf Vision, the owners of Four Oaks Cargo and the owners of Helme Farm Cumrew for their assistance in providing a venue for polling stations over the last few years
8. Officers continue to monitor the use of portable cabins as polling stations and continue to investigate potential alternatives. It be further recommended that Officers discuss with the supplier the use of a number of self contained units and

improved units with a wider door as detailed in paragraph 23 above at a number of polling station locations where portable cabins are currently used.

9. The Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the European / City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.

INTRODUCTION

1. The Council has a statutory duty under the Representation of the People Act 1983 to divide its area into polling districts, to designate a polling place for each district and to keep both polling districts and polling places under review. The Directorate Plan provides for an annual polling review to be carried out and it has been the practice in previous years to review the arrangements in those wards having local elections in the following May.
2. The Electoral Administration Act 2006, placed a duty on the City Council to carry out a full review of all parliamentary polling districts and polling places in the Council's area during 2007 and every four years thereafter. The City Council carried out a further review in 2011. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. That Act required that the next compulsory review had to be started and completed between 1 October 2013 and 31 January 2015 (inclusive).

Subsequent 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.

Carrying out the Review before the publication of the revised electoral register means that any changes can be reflected in the revised register thus avoiding the potential need to publish a further revised register. Particular polling districts or places may however be reviewed at any time. As the same polling places are used at local elections, any changes arising from the review will be implemented at the earliest local, parliamentary or euro election in the ward concerned.

3. Members will be aware that the Review of the Cumbria County Council, which was carried out by the Local Government Boundary Commission for England was completed in late December 2012 and necessitated a number of changes to polling districts to reflect the change of County Council Division boundaries. These changes were implemented in time for the County Council elections held in May 2013.
4. Notice of the review of Parliamentary Polling Districts and Polling Places was published on the Council's website, in the Library and in the Civic Centre in October 2013 with a closing date for submission of representations / comments of end of October. All City Councillors have been consulted on the polling arrangements for their particular wards, County Councillors in the Carlisle area have been consulted on arrangements in their Divisions, the two local M.P's, Parish Councils and persons appointed as Election Agents in recent elections have also been consulted. The views of the Carlisle Access Group were also sought on polling arrangements.

5. The Council has a duty to consult the Returning Officer of every parliamentary constituency in the Council's area on the arrangements. The Returning Officer for the Penrith and the Border constituency, which currently includes all rural wards except Burgh, Dalston and Wetheral, commented that he had not had occasion to visit either personally or through any member of staff the polling places within the City of Carlisle which fall within the Penrith and Border Constituency since the last election. He had no particular representations to make in relation to the review and had no suggested alternatives to the polling places which were identified. The Returning Officer noted that the facilities were community facilities which were close to distinct settlements and was satisfied that staff from Carlisle would inspect the premises to ensure that they remained suitable and accessible. (Copy letter attached as Appendix 2)
6. The current polling places and electorate are listed in Appendix 1 and these locations have been reviewed in the light of any representations and comments received.

STATUTORY PROVISIONS

- 7 In exercising its duty to keep polling districts and places under review, the 1983 Act requires Councils to seek to ensure that all electors have "such reasonable facilities for voting as are practicable in the circumstances ". Each parish should be a separate polling district. 'Polling place' is not defined in the Act but it refers to the building or area in which the polling station is situated.

ACCESS FOR DISABLED VOTERS

8. The Act also says that a Council must "seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled". The effect of this requirement is that a building should not be designated as a polling place if the only means of access to any polling station situated in it would be by means of steps, when another more suitable building is available in the polling district. However, a building would not be a more suitable polling place if it is so far away from most of the electors in the area as to be inconvenient for them to reach it.
9. Under the Disability Discrimination Act 1995 it is unlawful for a service provider to discriminate against a disabled person. Discrimination includes refusing to provide any service to disabled people that it provides to non-disabled members of the public or providing a worse standard of service to disabled people than it provides to non-disabled people. Service providers have had to change practices, policies and procedures that make it impossible or unreasonably difficult for disabled people to use a service. Since October 2004 service providers have had to make reasonable adjustments to their buildings to overcome physical barriers to access.
10. With the exception of portable cabins, the majority of polling places are accessible to disabled voters and where there have been particular difficulties, temporary access ramps have been installed. Polling compartments specifically designed for voters in wheelchairs have also been provided. In addition, any disabled voter is entitled to assistance from the Presiding Officer or may be helped by a companion. Large

versions of ballot papers are displayed in every polling station and devices are provided to assist blind or partially sighted voters to cast their own vote. Voters may also elect to cast their vote by post if they feel that this would be more convenient than attending a polling station.

11. The Access Group at their meeting in November discussed the Review of Polling Arrangements. The Group agreed that representatives of the group would visit the polling stations which are being used for the first time to check their suitability for use by disabled voters. It is hoped that this arrangement can be built upon to assess buildings which are used as polling stations for the first time in the future.

FREE USE OF ROOMS

12. In addition to free use of school premises, described in paragraph 27 below, any room the expense of which is payable out of any rate may also be used free of charge. This would apply to a room in a local authority building e.g. a Community Centre.

DUTIES OF RETURNING OFFICER

13. It is the responsibility of the Returning Officer to provide sufficient polling stations within each polling place and to allocate electors to the stations as he thinks most convenient. One or more polling stations may be provided in the same room. The Returning Officer also has a duty to appoint the polling staff and provide the necessary equipment.

REVIEW CRITERIA

14. Apart from the requirements outlined above, there are no specific statutory criteria for determining the suitability of premises for election purposes although the Electoral Commission did issue directions in relation to the arrangements for the Referendum carried out in May 2011 that there should be no more than 2500 electors allocated to any polling station.
15. The following factors have also been taken into account at previous reviews:
 - ◆ the convenience of the location within the polling district for the majority of electors including potential barriers such as major roads, rivers and railway lines.
 - ◆ extent of parking provision
 - ◆ internal size and layout of the premises having regard to the number of voters allotted to the polling station(s)
 - ◆ lighting and heating
 - ◆ proximity to public transport
 - ◆ cost (where there is a choice between similar premises)

16. The suitability of polling places are considered according to these criteria and taking into account the availability of alternative premises. An electorate of about 1000 - 1250 has previously been considered to be a manageable number per polling station at a parliamentary election but the number of voters to be allocated to any particular polling place will have regard to the distribution and density of households within the Ward concerned. Whilst the continuing rise in the number of electors voting by post means that the total number of electors allocated to individual polling stations could be increased because a decreasing proportion are voting in person it is considered that the Council should be wary of potential problems which might arise.
17. Members will recall the coverage in the National Media of the elections held on 6 May 2010 relating to problems with voting at polling stations in some areas of the country. The problems related to queues forming at stations and voters being unable to vote before the close of poll at 10pm. The size of the electorate assigned to individual polling stations and the number of staff allocated to stations were cited as contributory factors to the problems which arose. (In some of the polling stations where problems occurred the electorate entitled to vote at those stations was in excess of 4000 voters.)
18. In the Carlisle area the stations at Yewdale Community Centre, Stanwix Community Centre, Belle Vue Primary School (recommended to move to Church of Nazarene), Moot Hall Brampton and Longtown Community Centre have the most electors allocated. These stations have approximately 2300 voters allocated. All the above are double polling stations with 2 teams of staff on duty at the stations. Whilst there have not been any incidents in Carlisle of voters queuing and being unable to cast their votes at 10pm, it is considered prudent to maintain the current split for the allocation of electors to polling stations in the Carlisle area. Officers will continue to study any reports that are produced relating to issues arising nationally from previous elections and will take on board any recommendations or suggestions for improvement.

MOBILE POLLING STATIONS

19. As previously mentioned it is not possible in every polling area to locate a polling station in a permanent building. Where no suitable permanent buildings are available, mobile stations are used instead. Portable cabins, however, are much less satisfactory than permanent premises due to space limitations and lack of facilities. They are also difficult to staff and equip. Units are hired from a commercial supplier and guarantee of delivery is an important consideration, particularly in the event of an election being called at short notice. General concerns regarding the use of mobile stations have been raised in previous reviews by members of the Council however with the assistance of Members and officers it has been possible to identify alternative venues to host polling stations in place of some of the locations where mobile stations were previously used in particular at Etterby and albeit on a temporary basis at Richardson Street. The current recommendations do however include using additional portable cabins to replace locations that are no longer available.
20. The Council's Access Officer has in previous years been consulted on the use of portable cabins and has recommended that a portable ramp should be provided

with each cabin so that if ramped access is required it can be facilitated and, secondly, that consideration should also be given to the siting of the portable cabin so that where possible the gradient of any ramp used can be managed.

21. Discussions are continuing with the supplier of the portable cabins with regard to concerns over the accessibility of, and the facilities in, the cabins and their location / siting, with a view to providing level access portable cabins wherever this is possible.
22. The supplier has been able to supply a limited number of units that incorporate a 1000mm door, disabled access, toilet and solar powered electricity in recent elections. The supplier has further indicated that he has commenced a programme of fitting disabled access doors i.e. 1000mm wide to any office units purchased in future which will also be able to be supplied with disabled ramps. It should, however, be noted that because of site conditions, gradients and space that the above units would not be suitable for all locations where portable cabins are currently used as polling stations.
23. Officers have as part of this review investigated possible alternatives to portable cabins used as polling stations and, whilst it has not been possible in this review to recommend changes in respect of sites where portable cabins are currently used, Officers will continue to investigate potential alternatives.
24. As an outcome of this review it is recommended that Officers continue to monitor the use of portable cabins as polling stations and further investigate potential alternatives. It is further recommended that Officers discuss with the supplier the use of self contained units as detailed in paragraph 22 above at a number of polling station locations where portable cabins are currently used.

USE OF HOUSES

25. Following an earlier review, the Council agreed that no existing polling place should be replaced with a portable cabin unless the premises concerned become unavailable and there is no suitable alternative. It was also agreed that, where appropriate, private houses and vacant Council property be used as alternatives to mobile stations, on the following basis:
 - ◆ The property is in a convenient location for the majority of electors in the polling district concerned;
 - ◆ There is sufficient time for due notice of the change in station to be given to electors and candidates;
 - ◆ Signs are erected to show the changed location;
 - ◆ The condition of the property is satisfactory.

26. Empty Council houses were used at previous elections in a number of wards and this practice continued following the transfer of the housing stock to Carlisle Housing Association, although they were under no statutory obligation to make their properties available. Riverside have confirmed at the previous review that they would no longer be able to let their properties be used for election purposes due to the need to minimise the length of time properties are vacant between lettings. No further investigation of this option has therefore been carried on this option as part of this review

USE OF SCHOOLS

27. The 1983 Act also provides for the use, free of charge, for the purpose of taking the poll or the counting of the votes, of "a room in a school maintained or assisted by a local education authority or a school in respect of which grants are made out of moneys provided by Parliament", subject to making good any damage and defraying any expenses. These provisions also apply to grant maintained schools. There is no requirement that a school must close when part of it is being used as a polling station, but some do so because of practical difficulties in staying open or on security grounds.
28. Closure for elections, however, can be disruptive to the school timetable and inconvenient for working parents. In response to requests from school governing bodies and representations from the Local Education Authority, the number of schools used as polling places has been reduced in recent years and should members agree the recommendations only nine schools in the Council's area will be used as polling venues.

REVIEW OF POLLING PLACES AND POLLING DISTRICTS

29. As part of the current review Officers have taken the opportunity to look ahead at the possible impact of future residential developments on polling districts and polling district boundaries.
30. Planning Services have provided details of outstanding planning permissions for residential developments within the City Council's area and outline permissions. There are a number of potential developments in the City with outstanding or outline permissions for circa 50 properties and above as set out below. In forecasting the potential impacts of developments on electoral numbers the usual formula used is 1.8 electors per unit. Using that formula to forecast the impact of major developments within the City on current electoral registers for that area gives the following position.
- Castle (JA currently 912 on roll) – Development at former Ambulance Station Infirmary Street (60 Units, potentially 108 additional electors)
 - Denton Holme (HB currently 910 on roll) Development at Denton Business Park (43 units Potentially 77 additional electors)

- (HC currently 1028 on roll) - Development at Westmorland Street former Penguin Factory (37 Units potentially 67 additional electors) Development at Key systems Norfolk street (52 units potentially 93 additional electors) Development land at Rome Street / Bousteads Grassing (48 units potentially 86 additional electors).
- (HD currently 817 on roll) – Outline permission United Utilities Depot Nelson Street (103 Units, potentially 180 additional electors)
- Harraby (EA currently 1195 on roll) –former Dairy Harraby Green Business Park (61 Units potentially 110 additional electors)
- St. Aidans (CD,CG currently 1658 on roll) - Watts Storage Depot (100 units potentially 180 additional electors)
- Stanwix Urban (BD currently 1082 on roll) – St Augustines / Waverley Gardens (42 units potentially 75 additional electors)
- Yewdale (LE currently 436 on roll) – Grounds of Suttle House (41 Units potentially 74 additional electors)
- Morton / Dalston (The majority of Units will be in the Cummersdale District of the Dalston Ward OC currently 379 on roll) – Outline permission for Development on land at South Morton bounded by Wigton Road (825 Units potentially 1480 additional electors) Development at Garden Village (253 Units potentially 450 electors) Development at Peter Lane / Dalston Road (103 Units potentially 185 additional electors)
- Morton Westrigg / Wigton Road (48 Units potentially 86 additional electors)

Dalston OA Townhead Road / Station Road (currently 1759 on roll) - (121 Units potentially 218 additional electors) OF Racecourse Durdar Road (Currently 475 on roll) (42 units potentially 75 additional electors)

- Longtown (PE2 currently 866 on roll) – Former Sawmill site Netherby Road Longtown (48 Units potentially 86 additional electors)
- Stanwix Rural (PAG1 currently 114 on roll) Development at Crindledyke (836 Units potentially 1504 additional electors) Hadrians Camp (PAU1 currently 1298 on roll) (additional 96 units potentially 172 additional electors)

Wetheral (RC currently 1133 on roll) Development at Scotby Green Steading (45 units potentially 81 additional electors) (RG currently 150 on roll) Development at land adjacent to Alexandra Drive (49 units potentially 90 additional electors)

31 As indicated earlier in the report, the range which the Council have accepted in the past as a manageable number of electors per register, is 1000 – 1250, although this

number is considerably less than the number indicated in the Electoral Commission Directions for elections and referendums.

32. The figures above indicate that if the developments set out above are fully built then some realignment of the register for Dalston (Districts OA and OC), Denton Holme (District HC), Harraby (District EA), St. Aidans (District CD) and Stanwix Rural (Districts PAG1 and PAU1). However, as the timescales for the above developments are not clear at present, it is suggested that the position be noted at the present time and that no changes are made to polling district boundaries.
33. No representations have been received during this review with regard to polling district boundaries in the City Council area and, whilst noting the position on the potential impact of future developments as set out above, it is considered that the polling district boundaries currently in place are an acceptable arrangement. In the light of this it is recommended that no changes be made to current polling district boundaries at this time.
34. The large majority of polling places are satisfactory and have remained unchanged for many years. Choice of suitable buildings is limited and in most cases there is no alternative to the present arrangements. Change is therefore only considered where the current premises are no longer available or satisfactory, or representations have been received in respect of particular buildings.
35. In the absence of representations in respect of any of the following wards, it is recommended that the polling arrangements in the following wards remain unchanged:

Belah	Denton Holme	Morton
Botcherby	Harraby	St Aidans
Brampton	Hayton	Stanwix Urban
Burgh	Irthing	Upperby
Currock	Longtown & Rockcliffe	Wetheral
Dalston	Lyne	Yewdale

Suggested changes in Belle Vue, Castle, Great Corby and Geltsdale and Stanwix Rural Wards are discussed below

BELLE VUE WARD

- 36 Belle Vue Primary School is the designated polling place for over 2200 electors in districts MA and MB. As part of previous reviews, representations had been made on behalf of the governors, that the school should no longer be used for election purposes because such use would necessitate the closure of the whole school on polling days, to the detriment of the education of nearly 400 pupils. Prior to the

election in 2011, discussions were held with the Headteacher of Belle Vue School with regard to arrangements for election day. The Headteacher was able to put in place arrangements for the election to be held in the school hall with access for voters direct from the car park, meaning that the election could be held without the need to close the school for the day. For the Police and Crime Commissioner election in November 2012 the School requested that an alternative venue be found to avoid further disruption to the pupils schooling. For the Police and Crime Commissioner election arrangements were made to locate the polling station in the Church of the Nazarene building on Moorhouse Road on the understanding that the location would revert to Belle Vue School for future elections. However following the County Council election in May this year a further letter was received from the School detailing complaints with events that occurred on polling day and the following day and requesting that the school be no longer used as a polling station location. (copy letter and replies attached as Appendix ..3.

37. The Church of the Nazarene has indicated that they would be agreeable to the main hall being used as a polling station and in view of the objections lodged by Belle Vue School and the arrangements put in place with the Church of the Nazarene, it is recommended that the Church of the Nazarene building on Moorhouse Road be designated as the polling place for districts MA and MB. As a replacement for the Belle Vue Primary School

CASTLE WARD

38. The Cumbria Deaf Vision premises on Compton Street, Carlisle has been the designated polling place for approximately 830 electors in polling district JD /JF. Cumbria Deaf Vision have informed the Council that they are looking to relocate their premises and Compton Street will therefore be unavailable for use as a polling station in the future. Officers have investigated a number of possible locations for a polling station within the area covered by the polling district including Carlisle College, Trinity School, Church of Scotland and the former Fire Station premises in Warwick Street. Local Ward members felt that the fire Station premises were a little remote from the areas within the polling district where the majority of voters lived and suggested that the Church of Science and Reading Rooms located on the corner of Victoria Place and Chatsworth Square might be a more convenient location for a polling station. Officers have checked the availability of the Church of Science and Reading Rooms premises for the election in May 2014 and subject to agreement being received from the Church to the use of the premises as a polling station
39. It is recommended, that the Church of Science and Reading Rooms on the junction of Victoria Place and Chatsworth Square be designated as the polling place for polling district JD /JF and a letter of thanks be sent to the Cumbria Deaf Vision for their assistance in providing a location for a polling station over recent years.

STANWIX RURAL WARD

40. The Four Oaks at Cargo is the designated polling station for approximately 440 voters in polling district PAH. The owner of the Four Oaks has informed the Council that the premises have been sold and it is understood that there could be some

redevelopment of the property and it would no longer be available for use as a polling station. Following discussions with the Parish Clerk and some members of the Parish Council investigations have been made into the possible use of different venues in Cargo as a polling station. It has not been possible to identify a suitable alternative venue in Cargo and following further discussions with local ward Councillors and representatives of the Parish Council it is felt that the option of providing polling facilities by use of a portable cabin as a polling station would be the most suitable solution. It is suggested that the portable cabin should be sited in the play area in the Old School Yard.

41. It is recommended that polling facilities for polling district PAH in Cargo be provided by siting a portable cabin in the play area at the Old School Yard Cargo.

GREAT CORBY & GELTSDALE WARD

- 42 Helme Farm at Cumrew is the designated polling station for approximately 110 voters in polling districts PR1 and PR2. The owner of Helme Farm has informed the Council that the premises are to be sold and would therefore be no longer available for use as a polling station. Following discussions with the owner of Helme Farm, the Parish Clerk and the local Ward Member investigations are being made into the possible use of different venues in Cumrew as a polling station. Officers will continue with these investigations and liaise with the Ward member with a view to providing alternative arrangements for providing polling facilities in Cumrew. Should it not be possible to provide a suitable alternative venue the option of providing a mobile polling station will be pursued but only if no other options are available.
43. It is recommended that officers continue to investigate the provision of polling facilities for polling district PR1 and PR2 in Cumrew and liaise with the local member on possible options for providing polling facilities. Should it no be possible to provide a suitable alternative venue for a polling station Officers be authorised to provide polling facilities by siting a portable cabin in Cumrew.

OTHER POLLING PLACES

44. The usual booking requests will be sent early in the New Year in respect of polling stations to be used at the Joint Euro / City Council elections in May 2014, therefore confirmation of availability has not been received for the premises set out in appendix 1.
45. In order to ensure that polling stations are provided for all electors It is recommended that the Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the European / City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.

CONSULTATION

As set out in paragraphs 4, 5 and 11 the review has been the subject of consultations with M.P's, Councillors, Parish Councils, Election Agents, Returning Officer for Penrith and the Borders Constituency and Carlisle Access Group

CONCLUSION AND REASONS FOR RECOMMENDATIONS

The Review has identified a number of locations for polling stations that will not be available for use in future years and the City Council are recommended to agree alternative locations for polling stations in those polling districts.

CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

A properly run and administered election system enables a properly constituted body of elected Members to deliver the Carlisle Plan.

Contact Officer: Ian Dixon

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**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None**

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Community Engagement –

Economic Development –

Governance – The Representation of the People Act 1983, the Electoral Administration Act 2006 and the Disability Discrimination Act 1995 and the various Acts' impact are all referred to and explained within the body of the report.

Local Environment – None

Resources - Any financial implications following the Review of Polling Arrangements can be met from existing base budgets.

Polling Places – Urban Wards

APPENDIX 1

WARD	POLLING PLACE	POLLING DISTRICT	ELECTORATE (Sept 2013)
Belah	Kingmoor Junior School	AA;AF,AB	2063
	Belah Community Centre	AC,AH	793
	1 Etterby Close	AD	1155
	Portable cabin, east side Kingstown Rd	AE, AG	964
Stanwix Urban	Portable cabin, Knowefield Avenue	BA;	1197
	Stanwix Community Centre	BB; BC; BE	2304
	St. Augustine's Parish Centre	BD	1082
St. Aidans	Portable cabin, east side Kingstown Rd	BF	163
	St. Aidan's Church Hall	CA, CF	1732
	Greystone Community Centre	CB, CE	772
	St. Cuthbert's Court, Myddleton St.	CC,CH	503
Botcherby	Greystone Community Centre	CD, CG	1658
	Botcherby Community Centre	DA	1467
	Botcherby Family Centre	DB	774
	Portable cabin, Cumrew Close	DC	792
Harraby	Harraby Community Centre	DD; DE	1703
	The Pinegrove Hotel, London Road	EA	1195
	Inglewood Infant School	EB	1283
	Harraby Catholic Club	EC, EF	1125
	Portable cabin, Cumwhinton Road	ED, EG	1234
Upperby	Creighton Rugby Club	EE	280
	St. Margaret Mary's Social Club	FA	904
	CDC Building adj. Upperby School	FB	816
	St. John's Ambulance, Scalegate Rd.	FC	1015
Currock	Petteril Bank Community Centre	FD; FE	1379
	Currock Community Centre	GA, GG	1065
	Bishop Harvey Goodwin School	GB, GE, GF	1475
	Currock Community Centre	GC	965
	St. Herbert's Church Hall	GD	1135
Denton Holme	Methodist Church Hall, Wigton Road	HA	348
	Denton Holme Community Centre	HB; HC	1938
	St. James Parish Centre	HD	817
	Portable cabin, Longsowerby	HE	1231
Castle	Portable cabin, Lorne Crescent	HF	474
	Newtown School	JA	943
	West End Temp Hall Hawick Street	JB	807
	Methodist Church Hall, Wigton Road	JC, JK	1374
	Deaf Vision 3 Compton Street	JD, JF	833
Morton	St. Cuthbert's Court, Myddleton St.	JE, JG, JH	552
	St. Luke's Church Hall	KA; KB	2104
	Portable cabin Border Terrier car park.	KC	1431
	Portable cabin, Borrowdale Road	KD, KF	733
	Portable cabin, Scawfell Road	KE	588
Yewdale	Yewdale Community Centre	LA; LB	2340

	Portable cabin, Richmond Green	LC	1187
	Portable cabin, Nairn Way	LD	927
	Richard Rose Morton Academy	LE	436
Belle Vue	Belle Vue Primary School	MA; MB	2244
	Newtown School	MC	1342
	St. Bedes School	MD, MF, MG	693
	Portable cabin, Hawthorn Grove	ME, MH	694

Polling Places – Rural Wards

Ward	Polling Place	Polling District	Electorate (Sept 2013)
Brampton	Moot Hall, Brampton (split 2 stations)	PK	2306
	Brampton Community Centre	PKA	1235
	Milton Village Hall	PL	120
Burgh	Beaumont Parish Hall	NA	364
	Village Hall, Burgh-by-Sands	NB	638
	Thurstonfield Methodist Chapel	NC	362
Dalston	Village Hall, Great Orton	ND	351
	Victory Hall, Dalston	OA	1759
	Primrose Hall, Gaitsgill	OB	317
	Embassy Ballroom, Cummersdale	OC	379
	Portable cabin, Carleton	OD	225
	Wreay Village Hall	OE	333
	6 Low Moor Avenue, Blackwell	OF	475
	Portable cabin, Black Lion, Durdar	OG	325
Great Corby and Geltsdale	Creighton Rugby Club	OH	1028
	Watson Hall, Castle Carrock	PP1	280
	Helme Farm, Cumrew	PR1; PR2	109
	Cumwhitton Public Hall	PS	261
	Heads Nook Village Hall	PAB2	273
	Talkin Village Hall	PAC	138
	Great Corby Village Hall	PBB	371
	Downagate Community Centre	PBC	352
Hayton	Reading Room, Hayton	PAA	573
	Heads Nook Village Hall	PAB1	319
	Methodist Church Hall, Corby Hill	PAD	772
Irthing	Lees Hill School	PG1; PG2	182
	Roadhead Public Hall	PH2	39
	Cricket Pavilion, Lanercost	PO1; PO2	167
	Taylor Institute, Low Row	PW	263
	Methodist Church Hall, Gilsland	PX1; PX2; PX3	184
	Lacy Thompson Hall, Hallbankgate	PY1; PY2	552
	Walton Village Hall	PAX	233
Longtown and Rockcliffe	Longtown Community Centre(2 Stations)	PE1- PE4	2257
	Moat Village Centre	PF1; PF2	170
	Former Conservatory Centre, Harker	PAG2	214
	Rockcliffe Community Centre	PAM	433
	Blackford School	PAY	320

Lyne	Roadhead Public Hall	PH1	340
	Hethersgill Parish Hall	PAE	324
	Fir Ends School, Smithfield	PAJ	291
	Nicholforest Hall	PAK	329
	Westfield House, Roweltown	PAS	132
	Stapleton Public Hall	PAW	203
Stanwix	Public Hall, Newtown, Irthington	PAF	580
Rural	Former Conservatory Centre, Harker	PAG1; PAG3	146
	The Four Oaks, Cargo	PAH	439
	Scaleby Village Hall	PAR	301
	Crosby Parish Hall	PAT1; PAT2	424
	Houghton Village Hall	PAU1; PAU2	1401
	Women's Institute Hall, Linstock	PAV	313
	Portable cabin, east side Kingstown Rd	PBK	147
Wetheral	Cotehill Village Hall	RA	506
	Cumwhinton Village Hall	RB	359
	Parish Centre, Scotby	RC	1133
	Memorial Hall, Warwick-on-Eden	RD	194
	Wetheral Village Hall	RE	1048
	Portable cabin, Aglionby	RF	237
	Portable cabin, Cumrew Close	RG	150
	Creighton Rugby Club	RH	201

Your Reference:
Our Reference: PF/KE
Enquiries to: Paul Foote
Direct Dial: (01768) 212205
Email: paul.foote@eden.gov.uk
Date: 1 November 2013

The logo for Eden District Council features the word "Eden" in a large, elegant serif font. A stylized wavy line, resembling a river or a path, flows through the letter 'E' and extends to the left.

District Council

Town Hall, Penrith, Cumbria CA11 7QF
Tel: 01768 817817
Fax: 01768 890470

By email land@carlisle.gov.uk

I Dixon
Electoral Services Officer
Carlisle City Council
Governance Directorate
Civic Centre
Carlisle
CA3 8QG

Dear Mr Dixon

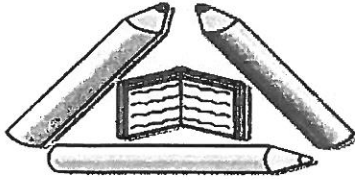
Review of Polling Districts and Polling Places

Thank you for your letter of 4 October 2013. I have not had occasion to visit either personally or through any member of my staff the polling places within the city of Carlisle which fall within the Penrith and Border Constituency since the last election. I have no particular representations to make in relation to your view. I have no suggested alternatives to the polling places which you identify. I do note that they are community facilities which are close to distinct settlements and no doubt you will inspect the premises to ensure that they remain suitable and accessible.

Yours sincerely

A handwritten signature in black ink that reads "Paul G. Foote". The signature is written in a cursive, slightly slanted style.

P G Foote



Belle Vue Primary School

Beaver Road, Carlisle, Cumbria, CA2 7PT

Telephone: 01228 593161 Fax 01228 592623

Email: admin@bellevue.cumbria.sch.uk

Website: www.bellevue.cumbria.sch.uk

Headteacher: Mr Peter Ovens

Deputy Headteacher: Mr Raymond Gordon, Mrs Catherine Bellas

10th May 2013

Mr David Mitchell
Democratic Services Manager
Legal and Democratic Services
The Lonsdale Building
The Courts
Carlisle
CA3 8NA



Dear Mr Mitchell

Re Use of School for Polling Station

Our school has been 'requested' to be used as a Polling Station annually for many years and every year the school has objected due to the disruption it causes. Once again this year the request was made, though we are not really being 'asked' but 'told' that the school will be used for the Elections.

The school has remained open while voting takes place due to the proximity of the school SATs tests and a risk assessment is put in place to ensure risks are kept to a minimum while numerous strangers visit the site. As the Key Stage 1 hall is normally used, school has to make alternative arrangements for lunches to be eaten in class, which involves increased co-ordination with our kitchen and administration team and our Out of School provision has to be relocated. We do not have any other suitable venue in the building for the election to take place.

During the afternoon on the Election Day an elderly able bodied gentleman (no disabled sticker) parked in our school car park, which has very little spare space, and was witnessed by another member of the public crashing one of our staff cars. He did not report the incident and had to be asked if he had bumped the car, which he then admitted to. The usual exchange of insurance details etc then took place. It is fortunate that no-one in the area was injured during the collision. Our member of staff has been greatly inconvenienced by this as she was expecting to exchange her car for a new vehicle that evening, which has now been delayed due to the damage incurred.

The matter was reported to Ian Dixon, Electoral Services Officer, Civic Centre, who responded only to give advice regarding the exchange of insurance etc, which we knew. He was not very concerned that the damage or dangerous occurrence had taken place.

A second incident occurred on Monday 6th May at 8.55am. A delivery van entered the school car park to collect the polling booths (the gate is closed to ALL vehicles from 8.35am – 9.50am while children and parents are walking onto school site). A parent indicated for the driver to slow down on the slip road and it was reported that he laughed at her and carried on. This is not acceptable conduct.

Once again we would like to raise our objections to the school being used as a Polling Station and request that alternative arrangements should be made for future Elections. The Church of the Nazarene was used for the Police Commissioner Elections in November 2012; therefore we do not understand why this cannot take place for all Elections or alternatively to locate a Portakabin in the area which takes place in other areas of the City.

We request that you give consideration to our proposal which is being made one year in advance of the next Election Day.

Thank you for your co-operation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Ovens', with a long horizontal line extending to the right.

Mr Peter Ovens
Headteacher

Copy to:

Caroline Sutton, Assistant Director of Children's Services, Cumbria County Council

Mr P Ovens
Headteacher
Belle Vue Primary School
Beaver Road
Carlisle
CA2 7PT

Your reference:
Our reference: dm/lg

Dear Mr Ovens

Use of Belle Vue Primary School as a Polling Station

Thank you for your letter of 10th May regarding the use of Belle Vue School as a polling station.

Responsibility for designating the places to be used for election purposes lies with District Councils. Polling places in Carlisle are therefore determined by Carlisle City Council, having regard to the location, facilities and accessibility of available premises. Although suggested alternatives to the school have been investigated, none have been considered to be as convenient as the school or provide the same level of facilities required to accommodate the two polling stations necessary to serve this part of Belle Vue.

I understand that the City Council undertakes an annual review of polling stations and will therefore be looking again at polling arrangements in the City in advance of next year's elections. Accordingly, I have forwarded your letter to Ian Dixon, Electoral Services Manager at the Civic Centre and asked him to take account of your representations when reviewing polling stations in the Belle Vue Ward.

Next year there are two scheduled elections in the Spring – local elections on 1st May and the European Parliamentary election in late May or early June. The favoured date for the European election, to be confirmed by the European Parliament, is 22nd May and the government is currently consulting on moving the date of the local elections to coincide with the European election. It therefore seems likely that both elections will take place on Thursday 22nd May, being two days before the half term week. If the school were still required as a polling station, this date would presumably be after the SATs tests.

As mentioned in my letter of 26th February, if the school is used on election day, the decision to close is a matter for the school. Given the unfortunate incident this year, if the school is required, it may be worthwhile considering at least partial closure thus freeing up parking space for electors attending the polling station and allowing segregation between staff and public parking.

The van driver involved in the second incident would be collecting booths on behalf of Carlisle City so I have asked Ian Dixon to look into the matter and respond to your complaint.

Yours sincerely,

David Mitchell
Democratic Services Manager – Elections
on behalf of the County Returning Officer

Returning Officer

Dr Jason Gooding

Civic Centre Carlisle CA3 8QG • Telephone (01228) 817000 Fax (01228) 817048

Document Exchange DX 63037 Carlisle • Type talk please ring 0800 95 95 98

Mr. P. Ovens
Headteacher
Belle Vue Primary School
Beaver Road
Carlisle
CA2 7PT

This matter is being dealt with by

Mr. Dixon

Direct line 01228 817555

E-Mail <mailto:Iand@carlisle.gov.uk>

Your Ref.

Our Ref. Elections 2013

05 June 2013

Dear Mr. Ovens,

Cumbria County Council Elections May 2013

I refer to your letter of 10th May to the County Returning Officer a copy of which has been forwarded to me to respond to various comments made therein.

I am sorry that you have had the need to write with regard to matters relating to the use of Belle Vue School as a polling station in the recent County Council elections.

I note that there is an amount of disruption to the day to day working of the school caused by its use as a polling station and that this necessitates a number of measures being put in place to enable the key stage 1 hall to be used. The help that the school has given over the years is greatly appreciated not least because it is a building in a prime location in the Belle Vue Ward with such good facilities for this community use.

With regard to the crash between an electors car and a car belonging to a member of your staff I can once again only apologise that this happened and for the inconvenience that it has obviously caused for your member of staff. As you are aware the poll cards that were sent to each elector voting at Belle Vue School included a note to say that entry to the school was restricted during school opening/ closing times. I believe that rather than a member of the public it was one of the polling staff on duty at the School who drew attention to this incident and ensured that it was reported to a member of your staff. Whilst this does not change the fact that this regrettable incident took place it does indicate a more proactive attitude to both addressing the risk and dealing with the incident than given in your letter.

With regard to the second incident mentioned in your letter I have spoken to the gentleman who was collecting the polling booths on Monday 6th May who has informed me that he collected the polling station notice boards from the school gates on Beaver Road and then drove onto the school site. There was a lady and child walking along the middle of the access road so he drove behind them until he stopped his van. He then spoke to a colleague who works in the Civic Centre and whose child attends Belle Vue School. They shared a joke and laughed but this was not related to any other person at the

school. It is again regretted that the driver was accessing the school when children are entering the school site but in previous years we have been asked to remove polling booths prior to the start of a school day.

As mentioned in the reply sent on behalf of the County Returning Officer the City Council does undertake an annual review of polling stations later in the year as part of the preparations for the 2014 elections and I will ensure that your letter is submitted and considered as part of that review. It will however be a matter for the City Council to determine the polling places having taken into account the location, facilities and accessibility of available premises. Once the City Council have considered the review I will be in contact with you again to inform you of their decision. I note also that the County Returning Officer has advised you of the likely date of the election in 2014 although this is as yet still subject to confirmation

Please find enclosed a cheque for **£80.00** in respect of the use of the Belle Vue School as a polling station on 2nd May 2013:

I would be grateful if you would either supply your own receipt or alternatively sign the enclosed receipt and return it to me in the envelope provided. (This is to meet accounting requirements in connection with the staging of the Election.)

I will be in touch with you again once the City Council have considered the Review of Polling but in the meantime I am sorry for the problems caused at your school on polling day and would thank you once again for your help in delivering the election.

Yours faithfully,

Ian Dixon
Electoral Services Office

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 16 DECEMBER 2013

EX.159/13 **REVIEW OF POLLING ARRANGEMENTS
(Key Decision – KD.027/13)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder submitted report GD.58/13 presenting the results of a review of polling arrangements as required by the Representation of the People Act 1983. The Directorate Plan provided for an annual polling review to be carried out and it had been the practice in previous years to review the arrangements in those Wards having local elections in the following May.

Details of the statutory provisions and the criteria which had been used in carrying out the review were provided.

As Members were aware, the Review of the Cumbria County Council carried out by the Local Government Boundary Commission for England and completed in late December 2012, necessitated a number of changes to polling districts to reflect the change of County Council Division boundaries. Those changes were implemented in time for the County Council elections held in May 2013.

Notice of the review of Parliamentary Polling Districts and Polling Places was published on the Council's website, in the Library and in the Civic Centre in October 2013 with a closing date for submission of representations / comments of end of October. All City Councillors had been consulted on the polling arrangements for their particular Wards; County Councillors in the Carlisle area had been consulted on arrangements in their Divisions; the two local M.P.s, Parish Councils and persons appointed as Election Agents in recent elections had also been consulted. The views of the Carlisle Access Group were also sought on polling arrangements.

The Finance, Governance and Resources Portfolio Holder advised that Council had a duty to consult the Returning Officer of every parliamentary constituency in the Council's area on the arrangements. The Returning Officer for the Penrith and the Border constituency, which currently included all rural Wards except Burgh, Dalston and Wetheral, commented that he had not had occasion to visit either personally or through

any member of staff the polling places within the City of Carlisle which fell within the Penrith and Border Constituency since the last election. He had no particular representations to make in relation to the review and had no suggested alternatives to the polling places which were identified. The Returning Officer noted that the facilities were community facilities which were close to distinct settlements and was satisfied that staff from Carlisle would inspect the premises to ensure that they remained suitable and accessible. (Copy letter attached as Appendix 2)

The current polling places and electorate were listed in Appendix 1 and those locations had been reviewed in the light of any representations and comments received.

The Finance, Governance and Resources Portfolio Holder drew Members' attention to the use of mobile polling stations and the use of houses / schools as polling places. He added that, in response to requests from School Governing Bodies and representations from the Local Education Authority, the number of schools used as polling places had been reduced in recent years, and now only nine Schools within the Council's area were used as polling venues.

As part of the current review Officers had taken the opportunity to look ahead at the possible impact of future residential developments on polling districts and polling district boundaries.

Planning Services had provided details of outstanding planning permissions for residential developments within the City Council's area and outline permissions. There were a number of potential developments in the City with outstanding or outline permissions for circa 50 properties and above. In forecasting the potential impacts of developments on electoral numbers the usual formula used was 1.8 electors per unit. Details of the position following the use of that formula to forecast the impact of major developments within the City on current electoral registers for that area were provided.

The figures referred to indicated that, if the developments were fully built then some realignment of the register for Dalston (Districts OA and OC), Denton Holme (District HC), Harraby (District EA), St. Aidans (District CD) and Stanwix Rural (Districts PAG1 and PAU1) may be required. However, as the timescales for the above developments were not clear at present, it was suggested that the position be noted at the present time and that no changes be made to polling district boundaries.

No representations had been received during the review with regard to polling district boundaries in the City Council area and, whilst noting the position on the potential impact of future developments as set out above, it was considered that the polling district boundaries currently in place were an acceptable arrangement. In the light of that it was recommended that no changes be made to current polling district boundaries at this time.

The large majority of polling places were satisfactory and had remained unchanged for many years. The choice of suitable buildings was limited and, in most cases, there was no alternative to the present arrangements.

The Finance, Governance and Resources Portfolio Holder then reported in more detail on suggested changes in voting arrangements for the Belle Vue, Castle, Great Corby and Geltsdale and Stanwix Rural Wards. He further recommended that the Returning Officer be given authority, after consultation with the relevant Ward Councillors and himself, to change polling place locations at the European / City Council elections if the usual premises proved to be unavailable due to unforeseen circumstances.

The Finance, Governance and Resources Portfolio Holder wished to place on record his thanks to the Electoral Services Officer and his team for what was a very clear and well written report. He then moved the recommendations contained within the report, which were duly seconded by the Deputy Leader.

Summary of options rejected A number of options set out in Report GD.58/13 with regard to polling arrangements

DECISION

That Report GD.58/13 and the recommendations therein be referred to Council for consideration, the recommendations being:

1. That no changes be made to current polling district boundaries.
2. That the polling arrangements in the following wards remain unchanged:

Belah	Denton Holme	Morton
Botcherby	Harraby	St Aidans
Brampton	Hayton	Stanwix Urban
Burgh	Irthing	Upperby
Currock	Longtown & Rockcliffe	Wetheral
Dalston	Lyne	Yewdale

3. The Church of the Nazarene Moorhouse Road replace Belle Vue School as the polling place for districts MA and MB (Belle Vue Ward).
4. The Church of Science and Reading Rooms on the junction of Victoria Place and Chatsworth Square be designated as the polling place for polling district JD/JF (Castle Ward) to replace the location at the Cumbria Deaf Vision premises in Compton Street which are no longer available.
5. That polling facilities for polling district PAH in Cargo (Stanwix Rural Ward) be provided by siting a portable cabin in the play area at the Old School Yard Cargo to replace the location at Four Oaks Cargo which is no longer available.
6. That Officers continue to investigate the provision of polling facilities for polling district PR1 and PR2 in Cumrew and liaise with the local Member on possible options for providing polling facilities. Should it not be possible to provide a

suitable alternative venue for a polling station Officers be authorised to provide polling facilities by siting a portable cabin in Cumrew

7. That letters of thanks be sent to Cumbria Deaf Vision, the owners of Four Oaks Cargo and the owners of Helme Farm Cumrew for their assistance in providing a venue for polling stations over the last few years
8. Officers continue to monitor the use of portable cabins as polling stations and continue to investigate potential alternatives. It be further recommended that Officers discuss with the supplier the use of a number of self contained units and improved units with a wider door as detailed in paragraph 23 above at a number of polling station locations where portable cabins are currently used.
9. The Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the European / City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.

Reasons for Decision

To carry out a review of the Council's polling arrangements